

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

INSTRUCTOR I

2. ITEM NUMBER

INST1-21-2012

3. SALARY GRADE

SG-12

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

DEPARTMENT OF HORTICULTURE

8. WORKSTATION / PLACE OF WORK

p

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P32,245.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, DEPARTMENT OF HORTICULTURE

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN, FACULTY OF AGRICULTURE OF FOOD SCIENCE

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

DESKTOP /LAPTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☐
☒
☒
☒

☒
☐
☐
☐

General Public
Other Agencies
Others (Please Specify):

☒
☐

☐
☐

18. WORKING CONDITION

Office Work
Field Work

☒
☐

☐
☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

CONDUCT INSTRUCTION, RESEARCH AND EXTENSION, PLANTATION CROP SPECIALIST

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

CONDUCT INSTRUCTION, RESEARCH AND EXTENSION

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

S Horticulture specializing Plantation Crop Physiology/Production preferable background on Plant Biotechnology, Remote Sensing	2-3 yers of relevant work expreience in Horticultureal Plantation Crops	32 Hours	PRC License, if applicable
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism - Demonstrates compliance to policies, rules and standards of the university, CHED and other regulatory bodies and performs assigned functions per standards.			2
Delivering Service Excellence - Delivers service with added value to the great satisfaction of clients and provides feedback to improve the process.			2
Communication Savvy - Effectively delivers messages that simply focus on facts or information.			2
Interpersonal Relationship Management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results.			2
Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			2
Gender-Responsive Management - Demonstrates basic awareness and knowledge of GAD.			1
21f. Functional Competencies			Competency Level
Administrative Services Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular			2
Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.			2
Facilitating Learner - Centered Environment - Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning			2
Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			2
Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.			2
Innovative Teaching Strategies - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.			2
Project Management - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Is keen and quick in understanding and dealing with a project situation in a manner that is likely to lead to a good outcome. Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments.			2
Research Management - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologicis needed to <u>improve the lives of mankind.</u>			2
Extension Management - Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies.			2
Use of Information and Communications Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
	1. Teaches assigned subjects and performs other teaching related functions,		

80%

among others, the following:

- a. Prepares and revised teaching materials/guides and submit to department head
- b. Prepares and gives examinations (mid/final/long/quizzes)
- c. Checks test papers and returns to students one week after examination
- d. Submits grade sheets within prescribed period to the Registrar through the department
- e. Turns over class records to department heads within two weeks after final examination
- f. Makes himself available for consultation by his/her students during scheduled

2

10%

2. Performs research and/or extension functions, among others the following:

- a. Prepares research/extension proposals
- b. Implements duly approved research/extension projects within time frame
- c. Prepares and prepares reports within the prescribed period
- d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
- e. Submits output for possible publication/patenting

2

5%

3. Performs administrative functions (if applicable)

2

5%

4. Performs other functions, among others:

- a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
- b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

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23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Reian
REIAN O. LANIBA

Employee's Name, Date and Signature

Aljay
ALJAY D. VALIDA

Supervisor's Name, Date and Signature