Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			POSITION TITLE (as approved by authorized agency) with parenthetical title		
		INSTRUCTOR I			
2. ITEM NUMBER			3. SALARY GRADE		
			12	2	
4. FOR LOCAL GOVER	NMENT POSITION, ENUME	RATE	GOVERNMENTAL UNIT AND CL	ASS	
☐ Province		□1st C	Class	☐ 5th Class	
☑ City	Ĭ	2nd (	Class	6th Class	
☐ Municipali		3rd (		☐ Special	
5. DEPARTMENT, CORI LOCAL GOVERNME	PORATION OR AGENCY/ NT		6. BUREAU OR OFFICE	COLT 1	
VISAYAS STATE UNIVERSITY			COLLEGE OF ENGINEERING		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING		rems	VISCA, BAYBAY	CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	Т	11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
				ACA/PERA P2,000.00	
13. POSITION TITLE OF	IMMEDIATE SUPERVISOR	R	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, Department of Agricultural and Biosystems Engineering			Dean, College of Engineering and Technology		
15. POSITION TITLE, A	ND ITEM OF THOSE DIREC				
DOG	(if more than seven ( SITION TITLE	7) list o	only by their item numbers and titles ITEM NU		
		PEGIII	LARLY IN PERFORMANCE OF W		
To. MACHINE, EQUIPMI			laptop, projector, calculator	OKK	
17. CONTACTS / CLIEN	TS / STAKEHOLDERS				
17a. Internal	Occasional Freq	uent	17b. External	Occasional Frequent	
Executive / Supervisors		7	General Public Other Agencies		
Non-Supervisors			Others (Please Specify):	Admin Offices	
Staff		7	and the second second		
18. WORKING CONDITION Office Work		7	Other/s (Please Specify)		
Field Work			Official (Ficase Specify)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Implements the approved degree programs and do research, extension and production functions					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Conduct instruction, research and extension functions in the department  21. QUALIFICATION STANDARDS					
21a. Education	21b. Experience		21c. Training	21d. Eligibility	
Masteral degreee in the	NONE REQUIRED		NONE REQUIRED	NONE REQUIRED	
needed field of specialization			*		
21e. Core Compete	nciae			Competency Level	
		h standa	rds of professional behaviour, adhering to		
ethical as well as moral princip	les, values, and standards of publi	ic office		2	
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction				2	
Communication Savy - Effectively delivers messages that simply focus on facts or information;				2	
<ol> <li>Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results</li> </ol>				2	
<ol> <li>Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.</li> </ol>				2	
Gender-responsive manage related problems	1				
21f. Functional Com	Competency Level				
Facilitating Learner Centered learning delivery modes to enhance		nd psycho	ologies to facilitate various teaching-	2	

ased course syllabi to adapt	2	
B. Innovative Instructional Matexperiences that utilize innova	2 ,	
. Filipino Values Restoration-		
. Publication Writing - Develo		
21g. Technical Com	Competency Level	
Provides support and te	2	
22. STATEMENT OF D	Competency Level	
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	1. Teaches assigned subjects and performs other teaching related functions, 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 consultation hours	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 reports within the prescribed period     d. Presents research/extension outputs during conferences/fora of legitimate professional organizations		2
5%	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	2

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.

JESSIE JAMES D. LAYAN
Employee's Name, Date and Signature

MANUEL E. CASCANGCAPAN
Supervisor's Name, Date and Signature