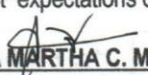
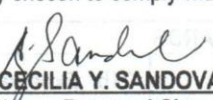
 <b>REPUBLIC OF THE PHILIPPINES</b> <b>JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  Instructor - 1			
<b>2. ITEM NO.:</b> <i>VISCAP-INT-42-2015</i>		<b>3. SALARY GRADE :</b> 12			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  Department of Agricultural Education and Extension			
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  Department of Agricultural Education and Extension		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU , Baybay			
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>		
		<i>₱256,644.00</i>	ACA PERA		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Department head		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  College Dean			
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None					
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Laptop, projector, computer, (instructional materials, books, handouts, Bond paper, pen etc.)					
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive/Managerial Supervisors	( x )	( )	General Public	( )	( x )
Non Supervisors	( )	( )	Other Agencies	( x )	( )
Staff	( x )	( x )	Others (Please specify: Admin Offices)	( )	( x )
<b>18. WORKING CONDITION</b>					
Office Work		( x )	Other/s (Please Speciy)		
Field Work		( )			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Faculty					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Teaching					
<b>21. QUALIFICATON STANDARDS</b>					
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>		
<i>MS degree in the area of specialization</i>					



21e. CORE COMPETENCIES	Competency Level
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. <b>Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.	1
21g. TECHNICAL COMPETENCIES	Competency Level
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final Examination.	1
22b. 2. Member in different committees.	1
22c. 3. Participate in the co-curricular activities.	1
22d. 4. Perform other functions assigned by the Department Head.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 <b>ANNA MARTHA C. MONSANTO</b> 06/08/2017 Employee's Name, Date and Signature	 <b>ANTONIA CECILIA Y. SANDOVAL</b> 06/08/2017 Supervisor's Name, Date and Signature