Republic of the Philippines POSITION DESCRIPTION FORM			POSITION TITLE (as approved by authorized agency) with parenthetical title	
DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		INSTRUCTOR 1		
2. ITEM NUMBER			3. SALARY GRADE	
VISCAB-INST1-50-2016			SALARY GRADE 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS				
☑ City ☐ 2nd ☐ 3nd ☐ Municipality ☐ 3rd		Class Class Class Class	☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK	
Department of Agricultural Education and Extension			VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP 10. PREVIOUS APPROP ACT			11. SALARY AUTHORIZED	12. OTHER COMPENSATION
			ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DAEEx			Dean, College of Agriculture and Food Science	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED				
(if more than seven (7) list POSITION TITLE			only by their item numbers and titles) ITEM NUMBER	
		LISED REGI	ARLY IN PERFORMANCE OF WORK	
Computer, printer, laptop, projector, calculator				
17. CONTACTS / CLIENTS / STAKEHOLDERS				
17a, Internal	Occasional	Frequent	17b, External	Occasional Frequent
Executive /			General Public	
Supervisors			Other Agencies	
Non-Supervisors Staff		V	Others (Please Specify):	admin offices
18. WORKING CONDITION		<u>U</u>		
Office Work	⊘	П	Other/s (Please Specify)	
Field Work			Carona (i icase openiy)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION				

To conduct instruction, research and extension

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) To conduct instruction, research and extension 21. QUALIFICATION STANDARDS 21d. Eligibility 21a. Education 21b. Experience 21c. Training NONE REQUIRED NONE REQUIRED Relevant Masteral NONE REQUIRED degree Competency Level 21e. Core Competencies 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 2 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 2 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and 2 clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, 2 behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address genderrelated problems **Competency Level** 21f. Functional Competencies 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teachinglearning delivery modes to enhance learning. 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based 2 course syllabi to adapt to the changing educational landscape. 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning 2 experiences that utilize innovative technologies in various learning environment. 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. 2 2 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research 21g. Technical Competencies Competency Level Provides support and technical services for DAEEx faculty and staff. 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Competency Level Percentage of Working (State the duties and responsibilities here:) Time 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 80% b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after d. Submits grade sheets within prescribed period to the Registrar through the department 2. Performs research and/or extension functions, among others the a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time 10% c. Prepare reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting 3. Performs administrative functions (if applicable) 5% 2 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 5% accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President 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

HENRY Y. GOLTIANO

Supervisor's Name, Date and Signature

the performance and behavior/conduct expectations contained herein.

VIRGELIO CODARGANTES JR. 7/15/2020

Employee's Name, Date and Signature