


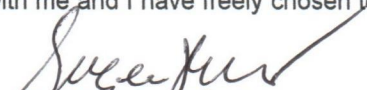
Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold; font-size: 1.2em;">INSTRUCTOR I</div>																															
2. ITEM NUMBER		3. SALARY GRADE																															
		12																															
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality c </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>																																	
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 Veterinary Clinical Sciences		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, Department of Veterinary Clinical Sciences		Dean, College of Veterinary Medicine																															
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">POSITION TITLE</div> <div style="width: 45%;">ITEM NUMBER</div> </div>																																	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, projector, microscope and other necessary laboratory diagnostic tools																																	
17. CONTACTS / CLIENTS / STAKEHOLDERS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">17a. Internal</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> <th style="width: 25%;">17b. External</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive /</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2" style="text-align: center;">admin offices</td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td colspan="2" style="text-align: center;">/</td> </tr> </tbody> </table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive /	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	admin offices		Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		/	
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Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		/																													
18. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> <th style="width: 45%;"></th> </tr> </thead> <tbody> <tr> <td>Office Work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td rowspan="2" style="vertical-align: top;">Other/s (Please Specify)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>					Occasional	Frequent		Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																			
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Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)																														
Field Work	<input type="checkbox"/>	<input type="checkbox"/>																															
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To conduct instruction, research and extension																																	

5%	3. Performs administrative functions (if applicable)	1
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	1

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.

 MAY-29, 2019
JOHN PHILIP LOU M. LUMAIN
 Employee's Name, Date and Signature


EUGENE B. LAÑADA
 Supervisor's Name, Date and Signature