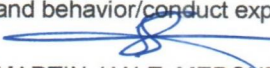


|                                                                                                                                                                                                                                                                                                                                                    |                                     |                                                                                                      |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------|
| Republic of the Philippines<br>POSITION DESCRIPTION FORM<br>DBM-CSC Form No. 1<br>(Revised Version No. 1, s. 2017)                                                                                                                                                                                                                                 |                                     | 1. POSITION TITLE (as approved by authorized agency) with<br>parenthetical title<br><br>INSTRUCTOR 1 |                            |
| 2. ITEM NUMBER                                                                                                                                                                                                                                                                                                                                     |                                     | 3. SALARY GRADE                                                                                      |                            |
| VISCAB-INST1-39-2015                                                                                                                                                                                                                                                                                                                               |                                     | SG-12                                                                                                |                            |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS                                                                                                                                                                                                                                                                            |                                     |                                                                                                      |                            |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special |                                     |                                                                                                      |                            |
| 5. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT                                                                                                                                                                                                                                                                                          |                                     | 6. BUREAU OR OFFICE                                                                                  |                            |
| VISAYAS STATE UNIVERSITY                                                                                                                                                                                                                                                                                                                           |                                     | OFFICE OF THE PRESIDENT                                                                              |                            |
| 7. DEPARTMENT / BRANCH / DIVISION                                                                                                                                                                                                                                                                                                                  |                                     | 8. WORKSTATION / PLACE OF WORK                                                                       |                            |
| DEPARTMENT OF GEODETIC ENGINEERING                                                                                                                                                                                                                                                                                                                 |                                     | VSU, BAYBAY CITY, LEYTE                                                                              |                            |
| 9. PRESENT APPROP ACT                                                                                                                                                                                                                                                                                                                              | 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                                                         |                            |
| DEPARTMENT HEAD                                                                                                                                                                                                                                                                                                                                    |                                     | COLLEGE DEAN                                                                                         |                            |
| 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                                                                                                                                                                                                                                                                         |                                     |                                                                                                      |                            |
| virtual classroom, googlemeet, surveying equipment and tools, software, computer, printer, laptop, projector with projector screen, calculator, ball pens, whiteboard markers or chalks, paper and textbooks                                                                                                                                       |                                     |                                                                                                      |                            |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS                                                                                                                                                                                                                                                                                                              |                                     |                                                                                                      |                            |
| 17a. Internal                                                                                                                                                                                                                                                                                                                                      | Occasional                          | Frequent                                                                                             | 17b. External              |
| Executive / Managerial                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                             | General Public             |
| Supervisors                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/>                                                                  | Other Agencies             |
| Non-Supervisors                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/>                                                                  | Others (Please Specify):   |
| Staff                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/>                                                                  |                            |
| 18. WORKING CONDITION                                                                                                                                                                                                                                                                                                                              |                                     |                                                                                                      |                            |
| Office Work                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/>                                                                  | Other/s (Please Specify)   |
| Field Work                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                                                             |                            |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION                                                                                                                                                                                                                                                                               |                                     |                                                                                                      |                            |
| To conduct instruction, research, extension and Innovation                                                                                                                                                                                                                                                                                         |                                     |                                                                                                      |                            |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)                                                                                                                                                                                                                                                                        |                                     |                                                                                                      |                            |
| To conduct instruction, research, extension and Innovation                                                                                                                                                                                                                                                                                         |                                     |                                                                                                      |                            |
| 21. QUALIFICATION STANDARDS                                                                                                                                                                                                                                                                                                                        |                                     |                                                                                                      |                            |
| 21a. Education                                                                                                                                                                                                                                                                                                                                     | 21b. Experience                     | 21c. Training                                                                                        | 21d. Eligibility           |
| Relevant Masteral degree                                                                                                                                                                                                                                                                                                                           | NONE REQUIRED                       | NONE REQUIRED                                                                                        | Licensed Geodetic Engineer |

| 21e. Core Competencies                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Competency Level                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                                                                          |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                          |
| 3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                          |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                          |
| 5. 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                                                                                                                                                          |
| 6. Gender-responsive management - Promotes gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies to address gender-related problems and issues |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1                                                                                                                                                          |
| 21f. Functional Competencies                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Competency Level                                                                                                                                           |
| 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                          |
| 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                          |
| 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                          |
| 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 4                                                                                                                                                          |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                          |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 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:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>e. Turns over class records to department heads within two weeks after final examination<br>f. Makes himself available for consultation by his/her students during scheduled consultation hours | 2                                                                                                                                                          |
| 10%                                                                                                                                                                                                                     | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting                                                                                                                                                                                             | 2                                                                                                                                                          |
| 5%                                                                                                                                                                                                                      | 3. Performs administrative functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2                                                                                                                                                          |
| 5%                                                                                                                                                                                                                      | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President                                                                                                                                                                                                                                                                                                | 2                                                                                                                                                          |
| 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.                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                            |
| <br><b>MARTIN JAN E. MERCURIO</b><br>Employee's Name, Date and Signature                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <br><b>JANNET C. BENCURE</b><br>Supervisor's Name, Date and Signature |