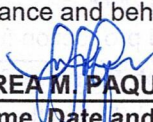
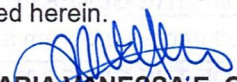


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| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017)                                                        |                                                                                                                                                                    | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br><div style="text-align: center; font-weight: bold;">INSTRUCTOR III</div> |                                                                                                                                                                 |
| <b>2. ITEM NUMBER</b><br><br>VISLAB-INT3-28-2024                                                                                                                                               |                                                                                                                                                                    | <b>3. SALARY GRADE</b><br><br>14                                                                                                                                     |                                                                                                                                                                 |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>                                                                                                                 |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| <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<br><input type="checkbox"/> 4th Class                 |                                                                                                                                                                 |
| <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special                                                                                   |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b><br><br>STATE UNIVERSITY AND COLLEGES                                                                                             |                                                                                                                                                                    | <b>6. BUREAU OR OFFICE</b><br><br>VISAYAS STATE UNIVERSITY                                                                                                           |                                                                                                                                                                 |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b><br><br>Department of Arts, Languages and Literature                                                                                                   |                                                                                                                                                                    | <b>8. WORKSTATION / PLACE OF WORK</b><br><br>VSU, BAYBAY CITY, LEYTE                                                                                                 |                                                                                                                                                                 |
| <b>9. PRESENT</b><br><br>NA                                                                                                                                                                    | <b>10. PREVIOUS APPROP ACT</b><br><br>NA                                                                                                                           | <b>11. SALARY AUTHORIZED</b><br><br>NA                                                                                                                               | <b>12. OTHER</b><br><br>ACA/PERA<br>P2,000.00                                                                                                                   |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><br>Head, DALL                                                                                                                            |                                                                                                                                                                    | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><br>Dean, College of Arts and Sciences                                                                        |                                                                                                                                                                 |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br>(if more than seven (7) list only by their item numbers and titles)                                                        |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| POSITION TITLE                                                                                                                                                                                 |                                                                                                                                                                    | ITEM NUMBER                                                                                                                                                          |                                                                                                                                                                 |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b><br>Computer, Laptop, Printer, Projector, Calculator                                                          |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>                                                                                                                                                   |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| <b>17a. Internal</b><br>Executive / Supervisors<br>Non-Supervisors<br>Staff                                                                                                                    | <b>Occasional</b><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> | <b>Frequent</b><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/>     | <b>17b. External</b><br>General Public<br>Other Agencies<br>Others (Please Specify):<br><div style="border: 1px solid black; padding: 2px;">admin offices</div> |
| <b>18. WORKING CONDITION</b><br>Office Work <input checked="" type="checkbox"/> Field Work <input type="checkbox"/> Other/s (Please Specify)                                                   |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br>Implements the approved degree program and conduct research, extension and production functions                 |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b><br>Performs instruction related function, research and extension and other activities of the department.    |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| <b>21. QUALIFICATION STANDARDS</b>                                                                                                                                                             |                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                 |
| <b>21a. Education</b><br>MS Degree relevant to the job                                                                                                                                         | <b>21b. Experience</b><br>1 year of relevant experience                                                                                                            | <b>21c. Training</b><br>4 hours of relevant training                                                                                                                 | <b>21d. Eligibility</b><br>NONE REQUIRED except for courses with board exam wherein RA 1080 is required                                                         |
| <b>21e. Core Competencies</b>                                                                                                                                                                  |                                                                                                                                                                    |                                                                                                                                                                      | <b>Competency Level</b>                                                                                                                                         |
| 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 Savy - 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                          |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
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| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                          |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| <b>21f. Functional Competencies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Competency Level</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                          |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                          |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Competency Level</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                          |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| <table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> <th></th> </tr> </thead> <tbody> <tr> <td>75%</td> <td>           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         </td> <td>2</td> </tr> <tr> <td>10%</td> <td>           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 submits 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         </td> <td>2</td> </tr> <tr> <td>15%</td> <td>           3. Performs administrative functions (if applicable)<br/>           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         </td> <td>2</td> </tr> </tbody> </table> | Percentage of Working Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | (State the duties and responsibilities here:)                                                                                                                            |  | 75% | 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 | 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 submits 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 | 15% | 3. Performs administrative functions (if applicable)<br>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 |  |
| Percentage of Working Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | (State the duties and responsibilities here:)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                          |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| 75%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 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 | 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 submits 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                                                                                                                                                                        |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3. Performs administrative functions (if applicable)<br>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                                                                                                                                                                        |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| <b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                          |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                          |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
| <b>PAULA NADREA M. PAQUIBULAN</b><br><br><b>Employee's Name, Date and Signature</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>MARIA VANESSA E. GABUNADA</b><br><br><b>Supervisor's Name, Date and Signature</b> |  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |     |                                                                                                                                                                                                                                                                                                                                                                                                |   |  |