

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <div style="text-align: center; font-weight: bold; padding: 10px;">INSTRUCTOR</div>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>  <div style="text-align: center;">SG-12</div>		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
VISAYAS STATE UNIVERSITY			DEPARTMENT OF BUSINESS AND MANAGEMENT		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
Department of Business and Mangagement			VSU, BAYBAY CITY, LEYTE		
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		ACA/PERA P2,000.00 per mo.			
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
Head, DBM			Dean, College of Management and Economics		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
Computer, printer, laptop, projector, calculator					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	admin offices	
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
To conduct instruction, research and extension					



**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

To conduct instruction, research and extension

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
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Relevant Masteral degree

NONE REQUIRED

NONE REQUIRED

NONE REQUIRED

**21e. Core Competencies****Competency**

1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour,	2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for	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,	2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking,	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address	1

**21f. Functional Competencies****Competency**

1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various	2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing	2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning	2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-Cod, pro-people, and pro-	2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing	2

**21g. Technical Competencies****Competency**

Provides support and technical services to Agribusiness faculty and staff.	2
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**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)****Competency**

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: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination 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 a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5%	3. Performs administrative functions (if applicable)	2
5%	4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	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.

GRACIELLE DAWN L. GAMOTIN

Employee's Name, Date and Signature

NILDA T. AMESTOSO

Supervisor's Name, Date and