

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>Instructor I</div>		
<div>2. ITEM NUMBER</div> <div>INST1-49-2020</div>			<div>3. SALARY GRADE</div> <div>SG 12</div>		
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					

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

Manage and submit article for VSU web page, assist in the preparation of multimedia communication and reports, message requests for the office

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	None required	None required	None required
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism- demonstrates high stanards of professional behavior, adhering to ethical as well as moral principles, values, and standards of public office			2
2. Delivering Service Excellence- Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication savvy - Effectively delivers messages that simply focus on facts or information			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers an 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 appropriate in dealing with change.			2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			2
21f. Functional Competencies			Competency Level
1. Facilitating Learner Centered Environment- Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			2
2. Innovative Learning Strategies- Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.			2
3. Innovative Institutional Materials Development - Designs an 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			2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs			2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
65%	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 studentts one week adter 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 reports within the prescribed period d. Presents research/extension outputs during conference/for a of legitimate professional organizations e. Submits output for possible publication/patenting	2
20%	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.

MAUREN JOY F. MANADONG
Employee's Name, Date and Signature

VENICE B. IBAÑEZ
Supervisor's Name, Date and Signature