## 1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** Instructor III (Revised Version No. 1, s. 2017) 3. SALARY GRADE 2. ITEM NUMBER SG VA 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ 1st Class 5th Class ☐ Province ☑ City ☐ 2nd Class ☐ 6th Class ☐ Special ☐ 3rd Class ☐ Municipality ☐ 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY DEPARTMENT OF BIOLOGICAL SCIENCES 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE DEPARTMENT OF BIOLOGICAL SCIENCES 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2,000.00 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR 13. POSITION TITLE OF IMMEDIATE SUPERVISOR DEAN, COLLEGE OF ARTS AND SCIENCES Head, DBS 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, projector, calculator, laboratory equipment for biological experiments 17. CONTACTS / CLIENTS / STAKEHOLDERS 17b. External Occasional Frequent 17a. Internal Occasional Frequent Executive / Managerial V General Public Other Agencies Supervisors Non-Supervisors V V Others (Please Specify): admin offices Staff V V 18. WORKING CONDITION П Other/s (Please Specify) Office Work Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To conduct instruction, research and extension in biology and related fields 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) To conduct instruction, research and extension activities 21. QUALIFICATION STANDARDS 21c. Training 21d. Eligibility 21b. Experience 21a. Education Relevant Masteral NONE REQUIRED NONE REQUIRED NONE REQUIRED dearee PRAR lycar relience Competency Level 21e. Core Competencies 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to 2 ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 2 satisfaction 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 2 clients, and work well in a team to achieve results

5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking,

6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-

behaviour and style appropriately in dealing with change.

related problems

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21f. Functional Co	mpetencies	Competency Level
Facilitating Learner Centered Environment- Develops innovative activities in facilitating learner-centered environment		2
Innovative teaching Strategies -Implements 21st century strategies in the classroom contained in the approved syllabi.		2
3. Innovative Instructional Materials Development -Effectively communicates visually and verbally within pre-class activities, presentations, learners participation within the audience professional fields.		2
4. Filipino Values Restoration-Demonstrates the desirable Filipino traits in dealing with the students, colleagues and other stakeholders		4
Research Management- Works with a senior faculty in identifying issues and preparing proposal how to dig deeper into said issue		1
6. Extension Management-orks with a senior faculty in identifying issues and preparing proposal how to dig deeper into said issue		1
7. Publication Writing - Refines and produces a scientific article for publication in peer-reviewed journals Influences peers or subordinates to develop and publish scientific articles		2
21g. Technical Competencies		Competency Level
Provide support and technical services for Dept.of Biologcal Sciences faculty and staff		2
22. STATEMENT OF D	OUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
60%	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. 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	2
5% 5%	e. Submits output for possible publication/patenting  3. Performs administrative functions (if applicable)  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	3

## 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.

RIS MENDEL R. MODINA Employee's Name, Date and Signature ANALYN M. MAZO WIE / WIT Supervisor's Name, Date and Signature