



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR 1 – SUBSTITUTE TEACHER

2. ITEM NO.: *VISCAP-INST-43-2016*

3. SALARY GRADE: SG12

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

☐ provincial	☐ 1 st class	☐ 5 th class
☒ city	☐ 2 nd class	☐ 6 th class
☐ municipality	☐ 3 rd class	☐ Special
	☐ 4 th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

VSU

7. DEPARTMENT/BRANCH/DIVISION

Department of Computer Science & Technology

8. WORKSTATION/PLACE OF WORK

VSU, Baybay City, Leyte

9. PRES. APPROP ACT

10. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

₱ 256,644.00

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles) None

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Computer units, printer, etc.

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	()	()	General Public	()	(x)
Supervisors	()	()	Other Agencies	()	()
Non Supervisors	()	()	Others (Please specify):	()	(x)
Staff	()	()	<u>Admin Offices</u>		

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
Field Work	()	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Implements the approved degree programs and do research, extension and production functions

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

Performs instruction, research and extension functions of the department.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master's degree in the needed field of specialization	None required	None required	None required

21e. CORE COMPETENCIES

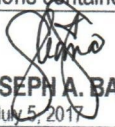
Competency Level

- Exemplifying Integrity**
Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules
- Delivering Service Excellence**
Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.
- Solving Problems and Making Decisions**

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Provides timely solutions to problems and decision dilemmas that have clear cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, wellbeing and learning discipline.		1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
21g. TECHNICAL COMPETENCIES		Competency Level
		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
	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 approved 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	
	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	
23. ACKNOWLEDGMENT AND ACCEPTANCE		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
 JOMARI JOSEPH A. BARRERA JUN 5, 2017		 WINSTON M. TABADA
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature