

Republic of the Philippines  
POSITION DESCRIPTION FORM  
DBM-CSC Form No. 1  
(Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with  
parenthetical title

Instructor I

2. ITEM NUMBER

3. SALARY GRADE

12

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

☐ Province  
☒ City  
☐ Municipality

☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

☐ 5th Class  
☐ 6th Class  
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

OFFICE OF THE PRESIDENT

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

College of Veterinary Medicine

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

26,052

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Department of Veterinary Clinical Sciences

Dean, College of Veterinary Medicine

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

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" 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 checked="" type="checkbox"/>			

18. WORKING CONDITION

Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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

To conduct instruction, research and extension

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.

  
**JOHN PHILIP LOU M. LUMAN**

Employee's Name, Date and Signature

July 15, 2021

  
**SANTIAGO T. PENA, JR.**

Supervisor's Name, Date and Signature