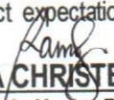
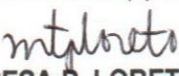
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR I	
2. ITEM NO.: <u>VISCAB-INST-44-2015</u>		3. SALARY GRADE : 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF BIOTECHNOLOGY		8. WORKSTATION/PLACE OF WORK Visca , Baybay City, Leyte	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P20,651	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR ASSOCIATE PROFESSOR/DEPARTMENT HEAD		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR UNIVERSITY PRESIDENT/ UNIVERSITY PROFESSOR	
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 LCD Projector, Laptop computer, scientific calculator, internet, whiteboard, pen/pencil, speaker, lab equipment (fume hood, spectrophotometer, electrophoresis, laminar hood, refrigerator, pH meter, balance, etc.)			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	(x)	()	General Public
Non Supervisors	(x)	(x)	Other Agencies
Staff	(x)	(x)	Others (Please specify: Admin Offices)
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify)	
Field Work	()	laboratory work	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To implement the offering of the BS Biotechnology program of the University			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) To teaching undergraduate chemistry subjects and biotechnology courses			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS Biotechnology	1 year	1 year	None
21e. CORE COMPETENCIES			Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.			1

21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being 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
Computer literate		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final Examination.		1
22b. 2. Member in different committees.		1
22c. 3. Participate in the co-curricular activities.		1
22d. 4. Perform other functions assigned by the Department Head.		1
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.		
 DONNA CHRISTENE Q. RAMOS Employee's Name, Date and Signature		 MA. THERESA P. LORETO Supervisor's Name, Date and Signature