

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1) VISCAR-INST1-29-2016		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR 1	
2. ITEM NO.: VISCAR-INST1-29-2016		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	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE	
7. DEPARTMENT/BRANCH/DIVISION LIBERAL ARTS AND BEHAVIORAL SCIENCES		8. WORKSTATION/PLACE OF WORK VSU , Baybay City, Leyte	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED 256,644/ANNUUM	12. OTHER ACA PERA- 2,000/month
13. POSITION TITLE OF IMMEDIATE SUPERVISOR HEAD & DEAN		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, DLP projector, class records, board eraser, whiteboard markers, etc.			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional <input checked="" type="checkbox"/>	Frequent <input type="checkbox"/>	17b. External General Public <input type="checkbox"/>
Supervisors <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies <input checked="" type="checkbox"/>
Non Supervisors <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please specify: <input type="checkbox"/>
Staff <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Admin Offices
18. WORKING CONDITION			
Office Work <input checked="" type="checkbox"/>		Other/s (Please Speciy) <input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the AB-English Language Studies and MS LangTchnng programs, conducts relevant 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. QUALIFICATON STANDARDS			
21a. Education Masteral degree in field of specialization	21b. Experience None required	21c. Training None required	21d. Eligibility None required

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
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
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
2. Member in different committees.	1
3. Participate in the co-curricular activities	1
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.	
<u>ERROL C. FERNANDEZ</u> Employee's Name, Date and Signature	<u>GUINALDO C. FERNANDEZ JR.</u> Supervisor's Name, Date and Signature