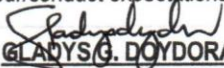
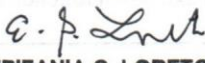


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1)		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR 1			
2. ITEM NO.: VISCAB-INST1-32-2005		3. SALARY GRADE : 12			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
☐ provincial ☐ 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					
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK			
DEPARTMENT OF CIVIL ENGINEERING		VSU , Baybay City, Leyte			
9. PRES, APPROP ACT	10. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
			ACA PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Head, Department of Civil Engineering		Dean, College of Engineering			
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, printer, laptop, LCD projector and screen, scientific calculator, blackboard, chalk, board eraser, teaching guide, books, journals					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	(x)	()	General Public	()	(x)
Non Supervisors	(x)	()	Other Agencies	(x)	()
Staff	()	(x)	Others (Please specify: Admin Offices	()	(x)
18. WORKING CONDITION					
Office Work	()		Other/s (Please Specify)		
Field Work	()		On Study Leave		
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. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
BS in Civil Engineering	None required	None required	Licensed		

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	
CIVIL ENGINEER		1	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) ON STUDY LEAVE		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.			
22b. 2. Member in different committees.			
22c. 3. Participate in the co-curricular activities.			
22d. 4. Perform other functions assigned by the Department Head.			
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>GLADYS G. DOYDORA, 9/4/2018</u> Employee's Name, Date and Signature		 <u>EPIFANIA G. LORETO</u> Supervisor's Name, Date and Signature	