



REPUBLIC OF THE PHILIPPINES  
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR I

2. ITEM NO.: ULSCAD-INST 1-67-2016

3. SALARY GRADE : G-12

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

☐ provincial  
☒ city  
☐ municipality

☐ 1<sup>st</sup> class  
☐ 2<sup>nd</sup> class  
☐ 3<sup>rd</sup> class  
☐ 4<sup>th</sup> class

☐ 5<sup>th</sup> class  
☐ 6<sup>th</sup> class  
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

7. DEPARTMENT/BRANCH/DIVISION

DEPARTMENT OF BIOLOGICAL SCIENCES

8. WORKSTATION/PLACE OF WORK

VSU, Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 621. 912.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, DBS

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Arts and Sciences

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

Laboratory equipment, computer, printer, laptop, projector, calculator

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive/Managerial  
Supervisors  
Non Supervisors  
Staff

(x)  
(x)  
(x)  
(x)

( )  
( )  
(x)  
(x)

General Public  
Other Agencies  
Others (Please specify:  
Admin Offices

( )  
(x)  
( )

(x)  
( )  
(x)

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 program 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

MS degree relevant to the job

None

None

None

21e. CORE COMPETENCIES

Competen  
cy 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

1



solutions are available and can be accessed from a database or gleaned from an existing policy or process.		
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
Provides support and clerical services for faculty and staff.		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
<b>Percent of Working Time</b>	<b>DUTIES</b>	
100%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	
20%	a. Prepares and revised teaching materials/guides and submit to department head	
25%	b. Prepares and gives examinations (mid/final/long/quizzes)	
25%	c. Checks test papers and returns to students one week after examination	
10%	d. Submits grade sheets within prescribed period to the Registrar through the department	
10%	e. Turns over class records to department heads within two weeks after final examination	
10%	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	
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
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.		
<b>Employee's Name, Date and Signature</b>		<b>Supervisor's Name, Date and Signature</b>
HONEYLENE V. ONGY Sept. 5, 2017		ANALYN M. MAZO Sept. 5, 2017