

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.:		3. SALARY GRADE : 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
☐ provincial ☐ city ☐ municipality		☐ 1 st class ☐ 2 nd class ☐ 3 rd class ☐ 4 th class ☐ 5 th class ☐ 6 th 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 Biological Sciences		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DBS		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			
Computer, printer, laptop, projector, laboratory equipment			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	(x)	()	General Public
Supervisors	(x)	()	Other Agencies
Non Supervisors	(x)	()	Others (Please specify:
Staff	()	(x)	Admin Offices
			Occasional
			Frequent
			()
			(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. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree	none required	none required	Honor Graduate Eligibity PD907
21e. CORE COMPETENCIES			Competency Level
1. <i>Exemplifying Integrity and Professionalism</i> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. <i>Delivering Service Excellence</i> - Complies with VSU's established standards of service delivery for customer satisfaction			

3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues		
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment		2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		2
21g. TECHNICAL COMPETENCIES		Competency Level
Provides support and technical services faculty and staff.		
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
90 %	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours	2
5%	2. Performs administrative functions (if applicable)	
5%	3. 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 2
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.		
 FRETZELJANE O. POGADO 1/24/2019 Employee's Name, Date and Signature  ANALYN M. MAZO 1/28/2019 Supervisor's Name, Date and Signature		