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| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b>                                                           |  |                                                                                                                                                      | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br><b>INSTRUCTOR I</b> |                                                                                                              |  |
| <b>2. ITEM NUMBER</b><br><br><b>INSTI-44-2020</b>                                                                                                             |  |                                                                                                                                                      | <b>3. SALARY GRADE</b><br><br><b>SG 12, Step 1</b>                                                              |                                                                                                              |  |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>                                                                                |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality                                        |  | <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class |                                                                                                                 | <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special |  |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b><br><br><b>STATE UNIVERSITIES AND COLLEGES</b>                                                   |  |                                                                                                                                                      | <b>6. BUREAU OR OFFICE</b><br><br><b>VISAYAS STATE UNIVERSITY</b>                                               |                                                                                                              |  |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b><br><br><b>Department of Business and Management</b>                                                                  |  |                                                                                                                                                      | <b>8. WORKSTATION / PLACE OF WORK</b><br><br><b>VSU, BAYBAY CITY, LEYTE</b>                                     |                                                                                                              |  |
| <b>9. PRESENT APPROP</b><br><br><b>N/A</b>                                                                                                                    |  | <b>10. PREVIOUS APPROP ACT</b><br><br><b>N/A</b>                                                                                                     |                                                                                                                 | <b>11. SALARY AUTHORIZED</b><br><br><b>32,245</b>                                                            |  |
|                                                                                                                                                               |  |                                                                                                                                                      |                                                                                                                 | <b>12. OTHER COMPENSATION</b><br><br><b>ACA/PERA 2000</b>                                                    |  |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><br><b>Head, DBM</b>                                                                                     |  |                                                                                                                                                      | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><br><b>Dean, Faculty of Management and Economics</b>     |                                                                                                              |  |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br><i>(if more than seven (7) list only by their item numbers and titles)</i>                |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <b>POSITION TITLE</b>                                                                                                                                         |  |                                                                                                                                                      | <b>ITEM NUMBER</b>                                                                                              |                                                                                                              |  |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b><br><br><b>Computer, Laptop, Projector, Clicker, HDMI, calculator</b>        |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>                                                                                                                  |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <b>17a. Internal</b>                                                                                                                                          |  | <b>Occasional</b>                                                                                                                                    |                                                                                                                 | <b>Frequent</b>                                                                                              |  |
| <b>Executive / Supervisors</b>                                                                                                                                |  | <input checked="" type="checkbox"/>                                                                                                                  |                                                                                                                 | <input type="checkbox"/>                                                                                     |  |
| <b>Non-Supervisors</b>                                                                                                                                        |  | <input type="checkbox"/>                                                                                                                             |                                                                                                                 | <input type="checkbox"/>                                                                                     |  |
| <b>Staff</b>                                                                                                                                                  |  | <input checked="" type="checkbox"/>                                                                                                                  |                                                                                                                 | <input checked="" type="checkbox"/>                                                                          |  |
|                                                                                                                                                               |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <b>17b. External</b>                                                                                                                                          |  | <b>Occasional</b>                                                                                                                                    |                                                                                                                 | <b>Frequent</b>                                                                                              |  |
| <b>General Public</b>                                                                                                                                         |  | <input type="checkbox"/>                                                                                                                             |                                                                                                                 | <input type="checkbox"/>                                                                                     |  |
| <b>Other Agencies</b>                                                                                                                                         |  | <input type="checkbox"/>                                                                                                                             |                                                                                                                 | <input type="checkbox"/>                                                                                     |  |
| <b>Others (Please Specify):</b>                                                                                                                               |  | <b>admin offices</b>                                                                                                                                 |                                                                                                                 |                                                                                                              |  |
| <b>18. WORKING CONDITION</b>                                                                                                                                  |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <b>Office Work</b>                                                                                                                                            |  | <input checked="" type="checkbox"/>                                                                                                                  |                                                                                                                 | <input type="checkbox"/>                                                                                     |  |
| <b>Field Work</b>                                                                                                                                             |  | <input type="checkbox"/>                                                                                                                             |                                                                                                                 | <input type="checkbox"/>                                                                                     |  |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br><br><b>To conduct classes and lectures, research, production and extension</b> |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b><br><br><b>To conduct instruction, research and extension</b>               |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <b>21. QUALIFICATION STANDARDS</b>                                                                                                                            |  |                                                                                                                                                      |                                                                                                                 |                                                                                                              |  |
| <b>21a. Education</b>                                                                                                                                         |  | <b>21b. Experience</b>                                                                                                                               |                                                                                                                 | <b>21c. Training</b>                                                                                         |  |
| <b>Relevant Masteral degree</b>                                                                                                                               |  | <b>NONE REQUIRED</b>                                                                                                                                 |                                                                                                                 | <b>NONE REQUIRED</b>                                                                                         |  |
|                                                                                                                                                               |  |                                                                                                                                                      |                                                                                                                 | <b>21d. Eligibility</b><br><b>NONE REQUIRED</b>                                                              |  |

| 21e. Core Competencies                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Competency Level                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--|
| 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                  |  |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                  |  |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information;                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                  |  |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                  |  |
| 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.                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                  |  |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1                                                                  |  |
| 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 for Agribusiness students, faculty and staff                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                  |  |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Competency Level                                                   |  |
| Percentage of Working Time                                                                                                                                                                     | (State the duties and responsibilities here:)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                    |  |
| 80%                                                                                                                                                                                            | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>e. Turns over class records to department heads within two weeks after final examination<br>f. Makes himself available for consultation by his/her students during scheduled consultation hours | 2                                                                  |  |
| 10%                                                                                                                                                                                            | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting                                                                                                                                                                                             | 2                                                                  |  |
| 5%                                                                                                                                                                                             | 3. Performs administrative functions (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2                                                                  |  |
| 5%                                                                                                                                                                                             | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President                                                                                                                                                                                                                                                                                                | 2                                                                  |  |
| 23. ACKNOWLEDGMENT AND ACCEPTANCE:                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                    |  |
| <b>MARIA ARIES O. POLIQUIT</b><br>Employee's Name, Date and Signature                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>DORYN JAN L. AVILA</b><br>Supervisor's Name, Date and Signature |  |