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| Republic of the Philippines<br>POSITION DESCRIPTION FORM<br>DBM-CSC Form No. 1<br>(Revised Version No. 1 ,                                                                                            |                     | 1. POSITION TITLE (as authorized by DBM)<br><br>INSTRUCTOR I                                                                                                                                         |                         |
| 2. ITEM NO.:                                                                                                                                                                                          |                     | 3. SALARY GRADE : 12                                                                                                                                                                                 |                         |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS                                                                                                                                 |                     |                                                                                                                                                                                                      |                         |
| <input type="checkbox"/> provincial<br><input type="checkbox"/> city<br><input type="checkbox"/> municipality                                                                                         |                     | <input type="checkbox"/> 1 <sup>st</sup> class<br><input type="checkbox"/> 2 <sup>nd</sup> class<br><input type="checkbox"/> 3 <sup>rd</sup> class<br><input type="checkbox"/> 4 <sup>th</sup> class |                         |
| 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 Computer Science & Technology                                                                                                                                                           |                     | VSU , Baybay                                                                                                                                                                                         |                         |
| 9. PRES, APPROP ACT                                                                                                                                                                                   | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED                                                                                                                                                                                | 12. OTHER               |
|                                                                                                                                                                                                       |                     | 22, 938                                                                                                                                                                                              | ACA PERA                |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR                                                                                                                                                            |                     | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR                                                                                                                                                         |                         |
| Head, DCST                                                                                                                                                                                            |                     | 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, projector                                                                                                                                                                  |                     |                                                                                                                                                                                                      |                         |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS                                                                                                                                                                     |                     |                                                                                                                                                                                                      |                         |
| 17a. Internal                                                                                                                                                                                         | Occasional          | Frequent                                                                                                                                                                                             | 17b. External           |
| Executive/Managerial                                                                                                                                                                                  | ( x )               | ( )                                                                                                                                                                                                  | General Public          |
| Supervisors                                                                                                                                                                                           | ( )                 | ( )                                                                                                                                                                                                  | Other Agencies          |
| Non Supervisors                                                                                                                                                                                       | ( x )               | ( x )                                                                                                                                                                                                | Others (Please specify: |
| Staff                                                                                                                                                                                                 | ( x )               | ( x )                                                                                                                                                                                                | Admin Offices           |
| 18. WORKING CONDITION                                                                                                                                                                                 |                     |                                                                                                                                                                                                      |                         |
| Office Work                                                                                                                                                                                           | ( x )               | Other/s (Please Specify)                                                                                                                                                                             |                         |
| Field Work                                                                                                                                                                                            | ( )                 |                                                                                                                                                                                                      |                         |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION                                                                                                                                  |                     |                                                                                                                                                                                                      |                         |
| To conduct instruction, research and extension                                                                                                                                                        |                     |                                                                                                                                                                                                      |                         |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)                                                                                                                           |                     |                                                                                                                                                                                                      |                         |
| To conduct instruction, research and extension                                                                                                                                                        |                     |                                                                                                                                                                                                      |                         |
| 21. QUALIFICATON STANDARDS                                                                                                                                                                            |                     |                                                                                                                                                                                                      |                         |
| 21a. Education                                                                                                                                                                                        | 21b. Experience     | 21c. Training                                                                                                                                                                                        | 21d. Eligibility        |
| Relevant Masteral degree                                                                                                                                                                              | none required       | none required                                                                                                                                                                                        | none required           |
| 21e. CORE COMPETENCIES                                                                                                                                                                                |                     |                                                                                                                                                                                                      | Competency Level<br>2   |
| 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. <i>Delivering Service Excellence</i> - Complies with VSU's established standards of service delivery for customer satisfaction                                                                     |                     |                                                                                                                                                                                                      |                         |
| 3. <i>Communication Savy</i> - Effectively delivers messages that simply focus on facts or information;                                                                                               |                     |                                                                                                                                                                                                      |                         |
| 4. <i>Interpersonal relationship management</i> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results                           |                     |                                                                                                                                                                                                      |                         |
| 5. <i>Change Adaptation</i> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.                          |                     |                                                                                                                                                                                                      |                         |
| 6. <i>Gender-responsive management</i> - Promotes gender equality and women empowerment to address gender-                                                                                            |                     |                                                                                                                                                                                                      |                         |



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| <b>21f. FUNCTIONAL COMPETENCIES</b>                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Competency Level</b>                                           |
| 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                                                                 |
| <b>21g. TECHNICAL COMPETENCIES</b>                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Competency Level</b>                                           |
|                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                 |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Competency Level</b>                                           |
| Percent of Working Time                                                                                                                                                                      | DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                   |
| 85 %                                                                                                                                                                                         | 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                                                                 |
| 5%                                                                                                                                                                                           | 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                                                                 |
| <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.   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                   |
| <u>JOSHUA MUEL BONCALON</u><br>Employee's Name, Date and Signature                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>WINSTON M. TABADA</u><br>Supervisor's Name, Date and Signature |