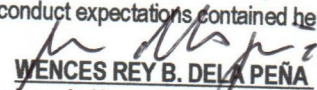
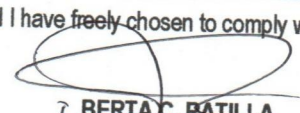


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| Republic of the Philippines<br><b>POSITION DESCRIPTION FORM</b><br>DBM-CSC Form No. 1<br>(Revised Version No. 1,   |                            | <b>1. POSITION TITLE (as authorized by DBM)</b><br><br>Instructor 1  |   |
| <b>2. ITEM NO.:</b> VIS-CAB-INST 1-70-2016   |                            | <b>3. SALARY GRADE :</b> 12  |   |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>   |                            |  |   |
| <input type="checkbox"/> provincial<br><input checked="" 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 |   |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b><br><br>VISAYAS STATE UNIVERSITY   |                            | <b>6. BUREAU OR OFFICE</b><br><br>VSU , Baybay City, Leyte   |   |
| <b>7. DEPARTMENT/BRANCH/DIVISION</b><br><br>DEPARTMENT OF AGRONOMY   |                            | <b>8. WORKSTATION/PLACE OF WORK</b><br><br>VSU , Baybay City, Leyte  |   |
| <b>9. PRES, APPROP ACT</b>   | <b>1. PREV. APPROP ACT</b> | <b>11. SALARY AUTHORIZED</b><br><br>P 22,149.00/mo   | <b>12. OTHER</b><br><br>ACA PERA P 2,000/mo   |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><br>HEAD, DA  |                            | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><br>DEAN, COLLEGE OF AGRICULTURE AND FOOD SCIENCE   |   |
| <b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br>(if more than seven (7) list only by their item numbers and titles) None  |                            |  |   |
| <b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b><br><br>Computer, projector, printer, calculator, chalk, ballpen, whiteboard, marker, books, software, paper, pencil, farming tools |                            |  |   |
| <b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>   |                            |  |   |
| <b>17a. Internal</b>   | <b>Occasional</b>          | <b>Frequent</b>  | <b>17b. External</b>  |
| Executive/Managerial Supervisors<br>Non Supervisors<br>Staff   | (x)<br>(<br>(x)<br>(x)     | (<br>(<br>(x)<br>(x)   | General Public<br>Other Agencies<br>Others (Please specify:<br><u>Admin Offices</u> |
| <b>18. WORKING CONDITION</b>   |                            |  |   |
| Office Work<br>Field Work  | (x)<br>(x)                 |  |   |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br><br>Implement the Agronomy program in providing quality graduates and do research and extension                                     |                            |  |   |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b><br><br>Provides instruction, research and extension functions of the department.  |                            |  |   |
| <b>21. QUALIFICATION STANDARDS</b>   |                            |  |   |
| <b>21a. Education</b>  | <b>21b. Experience</b>     | <b>21c. Training</b>   | <b>21d. Eligibility</b>   |
| Masteral degree in the field of specialization   |                            |  |   |



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| <b>21e. CORE COMPETENCIES</b>   |  | <b>Competency Level</b>  |
| 1. <b>Exemplifying Integrity</b><br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules  |  | 1  |
| 2. <b>Delivering Service Excellence</b><br>Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.   |  | 1  |
| 3. <b>Solving Problems and Making Decisions</b><br>Provides timely solutions to problems and decision dilemmas that have clear cut 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  |
| <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 in the Department of Agronomy, College of Agriculture and Food Science and in the institution.   |  | 1  |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>  |  | <b>Competency Level</b>  |
| 22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following;<br>a) Prepare teaching materials/guides and submit to department head.<br>b) Conducts examination (mid/final/long hours/quizzes)<br>c) Checks test papers and return 1 week after exam.<br>d) Submits grade sheet and turn over class records to department head two weeks after final Examination. |  | 1  |
| 22b. 2. Member in different committees.   |  | 1  |
| 22c. 3. Participate in the co-curricular activities.  |  | 1  |
| 22d. 4. Perform other functions assigned by the Department Head.  |  | 1  |
| <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.  |  |  |
| <br><b>WENCES REY B. DELA PEÑA</b><br>Employee's Name, Date and Signature  |  | <br><b>BERTA C. RATILLA</b><br>Supervisor's Name, Date and Signature |