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|---|-------------------------------------|--|-------------------------------|
| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017)   |                                     | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br><div style="text-align: center; font-weight: bold; font-size: 1.2em;">INSTRUCTOR</div> |                               |
| <b>2. ITEM NUMBER</b><br><br><div style="text-align: center; font-weight: bold;">VISCAB--INST1-48-2002</div>  |                                     | <b>3. SALARY GRADE</b><br><br><div style="text-align: center; font-weight: bold;">SG-12-3</div>  |                               |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>  |                                     |  |                               |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province<br/> <input checked="" type="checkbox"/> City<br/> <input type="checkbox"/> Municipality         </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class<br/> <input type="checkbox"/> 2nd Class<br/> <input type="checkbox"/> 3rd Class<br/> <input type="checkbox"/> 4th Class         </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class<br/> <input type="checkbox"/> 6th Class<br/> <input type="checkbox"/> Special         </div> </div> |                                     |  |                               |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>   |                                     | <b>6. BUREAU OR OFFICE</b>   |                               |
| VISAYAS STATE UNIVERSITY  |                                     | VISAYAS STATE UNIVERSITY   |                               |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b>  |                                     | <b>8. WORKSTATION / PLACE OF WORK</b>  |                               |
| DEPARTMENT OF DEVELOPMENT COMMUNICATION   |                                     | VSU, BAYBAY CITY, LEYTE  |                               |
| <b>9. PRESENT APPROP</b>  | <b>10. PREVIOUS APPROP ACT</b>      | <b>11. SALARY AUTHORIZED</b>   | <b>12. OTHER COMPENSATION</b> |
| N/A   | N/A                                 | ₱ 28,180.00  | ACA/PERA ₱2,000.00            |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>   |                                     | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  |                               |
| HEAD, DEPARTMENT OF DEVELOPMENT COMMUNICATION   |                                     | DEAN, COLLEGE OF AGRICULTURE AND FOOD SCIENCE  |                               |
| <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>  |                                     |  |                               |
| POSITION TITLE  |                                     | ITEM NUMBER  |                               |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>   |                                     |  |                               |
| DESKTOP COMPUTERS, TV, DVD PLAYER/RECORDER, DIGITAL CAMERAS, SCANNERS, ETC.   |                                     |  |                               |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>  |                                     |  |                               |
| 17a. Internal   | Occasional                          | Frequent   | 17b. External                 |
| Executive / Supervisors   | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | General Public                |
| Non-Supervisors   | <input type="checkbox"/>            | <input type="checkbox"/>   | Other Agencies                |
| Staff   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>  | Others (Please Specify):      |
|   |                                     |  | admin offices                 |
| <b>18. WORKING CONDITION</b>  |                                     |  |                               |
| Office Work   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>  | Other/s (Please Specify)      |
| Field Work  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   |                               |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>   |                                     |  |                               |
| To conduct instruction, research and extension as well as do admin functions.   |                                     |  |                               |



| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)   |  |               |                  |
|---|--|---------------|------------------|
| To conduct instruction, research and extension as well as do admin functions.   |  |               |                  |
| 21. QUALIFICATION STANDARDS   |  |               |                  |
| 21a. Education  | 21b. Experience  | 21c. Training | 21d. Eligibility |
| Relevant Masteral degree  | NONE REQUIRED  | NONE REQUIRED | NONE REQUIRED    |
| 21e. Core Competencies  |  |               | Competency Level |
| 1. Exemplifying Integrity and Professionalism - Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times. |  |               | 2                |
| 2. Delivering Service Excellence - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation.  |  |               | 2                |
| 3. Communication Savvy - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed.   |  |               | 2                |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and works 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 enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies to address gender-related problems and issues.   |  |               | 1                |
| 21f. Functional Competencies  |  |               | Competency Level |
| 1. Facilitating Learner - Centered Environment - Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.  |  |               | 2                |
| 2. Innovative Teaching Strategies - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and 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 appropriate traditional and 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 resulting to wide dissemination of information and technology.   |  |               | 2                |
| 21g. Technical Competencies   |  |               | Competency Level |
| Provides support and technical services for Development Communication faculty and staff.  |  |               | 2                |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)   |  |               | Competency Level |
| Percentage of Working Time  | (State the duties and responsibilities here:)  |               |                  |
| 70%   | 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 |               | 2                |

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|-----|---|---|
| 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 |
| 10% | 3. Performs administrative functions (as Head, Web Team and VSU Printing Press)   | 2 |
| 10% | 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:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

  
**JED ASAPH D. CORTES**  
Employee's Name, Date and Signature

6/3/2022

  
**EDITHA G. CAGASAN**  
Supervisor's Name, Date and Signature

6/3/2022