

Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM)  <div style="text-align: center; font-size: 1.2em;">Instructor 1</div>																															
2. ITEM NO.: <b>VISCAD-INST1-5-2009</b>		3. SALARY GRADE: <b>12</b>																															
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div> <input type="checkbox"/> provincial  <input type="checkbox"/> city  <input type="checkbox"/> municipality         </div> <div> <input type="checkbox"/> 1<sup>st</sup> class  <input type="checkbox"/> 2<sup>nd</sup> class  <input type="checkbox"/> 3<sup>rd</sup> class  <input type="checkbox"/> 4<sup>th</sup> class         </div> <div> <input type="checkbox"/> 5<sup>th</sup> class  <input type="checkbox"/> 6<sup>th</sup> class  <input type="checkbox"/> Special         </div> </div>																																	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE																															
VISAYAS STATE UNIVERSITY		DOHM																															
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK																															
DOHM, OME		VSU, Baybay																															
9. PRES. APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER																														
		P 21,626.00/mo.	ACA PERA ₱ 2,000/mo																														
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR																															
Department Head		Dean																															
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, LCD, ballpen, blackboard etc.																																	
17. CONTACTS/CLIENTS/STAKEHOLDERS <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <th style="width: 15%;">17a. Internal</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> <th style="width: 15%;">17b. External</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> </tr> <tr> <td>Executive/Managerial</td> <td style="text-align: center;">(x)</td> <td style="text-align: center;">( )</td> <td>General Public</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">(x)</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> <td>Other Agencies</td> <td style="text-align: center;">(x)</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Non Supervisors</td> <td style="text-align: center;">(x)</td> <td style="text-align: center;">(x)</td> <td>Others (Please specify:</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">(x)</td> </tr> <tr> <td>Staff</td> <td style="text-align: center;">(x)</td> <td style="text-align: center;">(x)</td> <td style="text-align: center;">Admin Offices</td> <td></td> <td></td> </tr> </table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive/Managerial	(x)	( )	General Public	( )	(x)	Supervisors	( )	( )	Other Agencies	(x)	( )	Non Supervisors	(x)	(x)	Others (Please specify:	( )	(x)	Staff	(x)	(x)	Admin Offices		
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18. WORKING CONDITION <table style="width: 100%;"> <tr> <td style="width: 30%;">Office Work</td> <td style="width: 30%; text-align: center;">(x)</td> <td style="width: 40%;">Other/s (Please Speciy)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">( )</td> <td></td> </tr> </table>				Office Work	(x)	Other/s (Please Speciy)	Field Work	( )																									
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19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To provide instruction, research & extension																																	
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21. QUALIFICATON STANDARDS <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <th style="width: 25%;">21a. Education</th> <th style="width: 25%;">21b. Experience</th> <th style="width: 25%;">21c. Training</th> <th style="width: 25%;">21d. Eligibility</th> </tr> <tr> <td>Masteral degree in the</td> <td>area of specialization</td> <td></td> <td></td> </tr> </table>				21a. Education	21b. Experience	21c. Training	21d. Eligibility	Masteral degree in the	area of specialization																								
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<b>21e. CORE COMPETENCIES</b>			<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. <b>Delivering Service Excellence</b> 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> Provides timely solutions to problems and decision dilemmas that have clearcut 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>
			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; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. 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.			
<u>CHERYL G. ESTILLORE</u> Employee's Name, Date and Signature		<u>NANCY V. DUMAGUING</u> <i>2/8/2016</i> Supervisor's Name, Date and Signature	