

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

Temporary-Regular Instructor 1

2. ITEM NUMBER

3. SALARY GRADE

Salary Grade 12

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province
☒ City
☐ Municipality

☒ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION, OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

DEPARTMENT OF EARLY CHILDHOOD AND ELEMENTARY
EDUCATION

8. WORKSTATION / PLACE OF WORK

VSU, CITY OF BAYBAY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED **12. OTHER COMPENSATION**

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, DECEED

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, Faculty of Teacher Education

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Computer, printer, laptop, projector, calculator

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☒

☐

General Public

☒

☐

Supervisors

☐

☒

Other Agencies

☒

☐

Non-Supervisors

☒

☐

Others (Please Specify):

Staff

☐

☒

18. WORKING CONDITION

Office Work

☐

☐

Other/s (Please Specify)

Classroom and Cooperating
School- Frequent


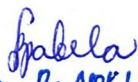
Field Work

☐

☐

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. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master of Arts in Education- Early Childhood Education	2 years- English as Second Language Teacher	How To Make Your Trials A Success Teach At AllRight	RA 1080 Eligibility
21e. Core Competencies			Competency Level
<i>Exemplifying Integrity & Professionalism</i> <i>Delivering Service Excellence</i> <i>Communication Savy</i> <i>Interpersonal Relationship Management</i> <i>Change Adaptation</i> <i>Gender Responsive Management</i>			Level 2 Level 2 Level 2 Level 2 Level 2 Level 1
21f. Leadership Competencies			Competency Level
N/A			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here)		
80%	Facilitating Learner Centered Environment	Creation of Materials Assessment	Level 3
10%	Research		Level 1
10%	Extension		Level 1
<p>I have received a copy of this Position Description Form. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  ROD MARK N. PEDERE/09-10-2025 Employee's Name, Date, and Signature </div> <div style="text-align: center;">  KOSAKIO P. ABELA - 09/15/2025 Supervisor's Name, Date, and Signature </div> </div>			