

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 INSTRUCTOR I	
2. ITEM NUMBER		3. SALARY GRADE	
INST1-27-2020		SG 12 Step 1	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
☐ Province ☒ City ☐		☐ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ 4th Class ☐ 5th Class ☐ 6th Class	
5. DEPARTMENT, CORPORATION OR AGENCY/		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		OVPRE	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
ADVANCED RESEARCH AND INNOVATION CENTER		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP	11. SALARY	12. OTHER
N/A	N/A	26,052.00	
13. POSITION TITLE OF IMMEDIATE		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
CENTER DIRECTOR		VICE PRESIDENT FOR RESEARCH AND EXTENSION	
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, LABORATORY EQUIPMENT			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	☐	☐	General Public
Supervisors	☒	☒	Other Agencies
Non-Supervisors	☒	☐	Others (Please Specify):
Staff	☒	☐	ADMIN OFFICES
18. WORKING CONDITION			
Office Work	☒	☒	Teaching Laboratory and Lecture
Field Work	☒	☐	Other/s (Please Specify)
Laboratory Work			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
TO PROVIDE INSTRUCTION, RESEARCH AND EXTENSION			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
TO TEACH, CONDUCT RESEARCH AND OTHER ACADEMIC 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, adhering to ethical as well as moral principles, values, and standards of public office			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication Savy - Effectively delivers messages that simply focus on facts or			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work 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 gender equality and women empowerment to address gender-related problems		1
21f. Functional Competencies		Competency Level
1. Facilitating Learner Centered Environment - Applies 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 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		2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		4
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
15%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation	2
75%	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional e. Submits output for possible publication/patenting	2
10%	3. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the Center Director.	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.		
 JO JANE D. ATOK Employee's Name, Date and Signature		 MA. THERESA P. LORETO Supervisor's Name, Date and Signature