 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		1. POSITION TITLE (as authorized by DBM)	
		Instructor II	
2. ITEM NO.: <u>VISCAD-INTD-19-2016</u>		3. SALARY GRADE : <u>13/1</u>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<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	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
Department of Soil Science		VSU, Visca, Baybay City, Leyte	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		<u>₱ 279,064.00</u>	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DSS		Dean, College of Agriculture and Food Science	
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			
Laboratory equipment, computer, printer, laptop, LCD/DLP, Lab chemicals, field tools			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	( )	( )	General Public
Non Supervisors	( )	( )	Other Agencies
Staff	( )	( )	Others (Please specify: <u>Admin Offices</u> )
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify)	
Field Work	( )		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
.Provide undergraduate and graduate students with knowledge , skills and techniques for improved understanding of soil as an important resource Provide research leadership in soil fertility , chemistry, biology, conservation and pedology to address environmental and agricultural problems Assist local government units or private individuals in assessing land suitability for waste dump site and crop production			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Performs instruction, research and extension functions of the department.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master of Science in Soil Science	Science Research Assistant - Visayas Consortium for Agriculture and Resources Program (ViCARP) Soil Analyst - Australian Centre for International Agricultural	Ecosystem Nutrition (SPP 1685) Status Workshop and Meeting Seminar on the Use of Isotope Methods in Soil Research	N.A

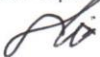
	Research (ACIAR-Forestry) Supervisor Trainee – Com Val Tropical Fruit Inc.	Training-workshop on Data Analysis Using "SAS" and "R" Training on Organic Fertilizer Production Workshop on Instructional Materials Development for the VSU	
<b>21e. CORE COMPETENCIES</b>			<b>Competen cy Level</b>
1. <b>Exemplifying 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>Competen cy 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 and technical assistance to the students and community			1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>




Percent of Working Time	DUTIES	
	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 hours	
	2. Performs research and/or extension functions, among others the following:	
	a. Prepares research/extension proposals	
	b. Implements duly approved research/extension projects within approved time frame	
	c. Prepares and prepares reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
	e. Submits output for possible publication/patenting	
	3. Performs administrative functions (if applicable)	
	4. 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 department head, College Dean, Vice Presidents and the University President	

23. ACKNOWLEDGMENT AND ACCEPTANCE

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.

  
DEEJAY S. MARANGUIT, 26 May 2017  
Employee's Name, Date and Signature

  
SUZETTE B. LINA. 26, May 2017  
Supervisor's Name, Date and Signature