## 1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1 INSTRUCTOR 1** (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE VISCAB-INST1-47-2012 SG-12 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS 1st Class 5th Class Province City 2nd Class 6th Class Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY OFFICE OF THE PRESIDENT 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE Department of Business and Management 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION NA NA 29,145 ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Head, DBM Dean, College of Management and Economics 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 Frequent 17b. External Occasional 17a. Internal Occasional Frequent Executive / 1 **General Public** Other Agencies Supervisors 1 1 Others (Please Specify): admin offices Non-Supervisors Staff 1 1 18. WORKING CONDITION Other/s (Please Specify) Office Work 1 Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To conduct instruction, research and extension

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## 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 NONE REQUIRED Relevant Masteral NONE REQUIRED NONE REQUIRED degree 21e. Core Competencies **Competency Level** 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to 2 ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 2 satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 2

<ol> <li>Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results</li> </ol>	2
<ol><li>Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.</li></ol>	2
Gender-responsive management - Promotes gender equality and women empowerment to address gender- related problems	MALETALE BAYERS
21f. Functional Competencies	Competency Level
Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	2
<ol><li>Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes- based course syllabi to adapt to the changing educational landscape.</li></ol>	2
Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.	2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	MOJIŽA TO SUTU MOTIFICO
5. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for	2
funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.	NO MOTTLE AND TEMPORES
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research	2 2
loutouts.	

22. STATEMENT OF D	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	English Strawes
80%	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	MOITINGS COMMITTEE
	b. Prepares and gives examinations (mid/final/long/quizzes)	X Owner
	c. Checks test papers and returns to students one week after examination	2
	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	HIST TO NOT THE THE THE
	f. Makes himself available for consultation by his/her students during scheduled consultation hours	a description of the format of the second
10%	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 and prepares reports within the prescribed period	2
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
	e. Submits output for possible publication/patenting	
5%	3. Performs administrative functions (if applicable)	2
	4. Performs other functions, among others:	
5%	a. Performs functions relative to committee memberships and other ad hoc assignments including related	
	to quality assurance and other accreditation functions	2
	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the	-
	University President	

Provides support and technical services for Business Management faculty and staff

23. ACKNOWLEDGMENT AND ACCEPTANCE:

21g. Technical Competencies

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

DORYN JAN 1: AVILA 06/21/2023 Employee's Name, Date and Signature BERT C. PENALOSA 06/21/2023 Supervisor's Name, Date and Signature

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**Competency Level** 

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