Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,	1. POSITION TITLE (as authorized by DBM) **INSTRUCTOR I**
2. ITEM NO.: VISCAD - INST1 - 60 - 2016	3. SALARY GRADE : 12

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

( ) provincial	( ) 1st class	( ) 5th class
( ) city	( ) 2nd class	( ) 6th class
( ) municipality	( ) 3rd class	( ) Special
	( ) 4th 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 Biological Sciences	VSU , Baybay

9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
			ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Head, DBS	Dean, College of Arts and Sciences

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, printer, laptop, projector, microscope

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(X)	( )	General Public	( )	(x)
Supervisors	(x)	( )	Other Agencies	(x)	( )
Non Supervisors	(x)	( )	Others (Please specify:	( )	(x)
Staff	(x)	( )	Admin Offfices		

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
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

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master's Degree candidate	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. ***Delivering Service Excellence*** - Complies with VSU's established standards of service delivery for customer satisfaction 3. ***Communication Savy*** - Effectively delivers messages that simply focus on facts or information; 4. ***Interpersonal relationship management*** - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 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. 6. ***Gender-responsive management*** - Promotes gender equality and women empowerment to address gender-related problems and issues	2

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 Learning 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 environment**	2
4. **Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.**	2
5. **Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs**	2

21g. TECHNICAL COMPETENCIES	Competency Level
Provides support and technical services for DBS faculty and staff.	

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
90 %	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
5%	2. Performs administrative functions (if applicable)	2
5%	3. Performs other functions, among others: a. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	2

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.

Balondo
ERN OLIVER C. BALONDO
Employee's Name, Date and Signature

ANALYN M. MAZO
Supervisor's Name, Date and Signature