	Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		POSITION TITLE (as approved by authorized agency) with parenthetical title Instructor 1	
DBM-C (Revised V				
2. ITEM NUMBER			3. SALARY GRADE	
INST1	-17-2016		Salar	y Grade 12
4. FOR LOCAL GOVERN	NMENT POSITION, E	NUMERATE	GOVERNMENTAL UNIT AND CLA	SS
□ Province ☑ City		□ 1st 0		□ 5th Class
☐ Municipalit	ty	□ 3rd (Class	□ 6th Class □ Special
		□ 4th (Class	
5. DEPARTMENT, CORI LOCAL GOVERNME		ICY/	6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			COLLEGE OF AGRICULTURE AND FOOD SCIENCE	
7. DEPARTMENT / BRA	NCH / DIVISION		8. WORKSTATION / PLACE OF V	VORK
Department of Soil Science			VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPRO	OP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
				ACA/PERA P2,000.00
13. POSITION TITLE OF	IMMEDIATE SUPER	VISOR	14. POSITION TITLE OF NEXT H	GHER SUPERVISOR
ŀ	Head, DSS			
15. POSITION TITLE, AN	ND ITEM OF THOSE	DIRECTLY S	 UPERVISED	
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	SITION TITLE	SED BECUI	ITEM ARLY IN PERFORMANCE OF WO	NUMBER
TO. MIACHINE, EQUIPME			r, laptop, projector, lab equipment	KK
17. CONTACTS / CLIEN			r, raptop, projector, rab equipment	
17a. Internal	Occasional	Frequent	17b. External	Occasional Frequent
Executive / Managerial			General Public	
Supervisors Non-Supervisors			Other Agencies	
Staff			Official Chicago Opechivit	admin offices
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18. WORKING CONDITION	ON			admin offices
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. Filipino Values Restoration- . Publication Writing - Develo	2 2 Competency Level	
21g. Technical Cor		
Provides sup		
2. STATEMENT OF D	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
	Teaches assigned subjects and performs other teaching related functions, among others, the following: Prepares and revised teaching materials/guides and submit to department head	
80%	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	2
10%	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 d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5%	3. Performs administrative functions (if applicable)	2
5%	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	2

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the

SUZETTE B. LINA

Supervisor's Name, Date and Signature

23. ACKNOWLEDGMENT AND ACCEPTANCE:

performance and behavior/conduct expectations contained herein.

KENNETH ORAIZ

Employee's Name, Date and Signature