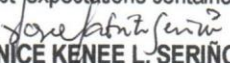
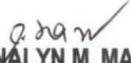


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR III			
2. ITEM NO.: VISCAB-INST 3-9-2017		3. SALARY GRADE : 14			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE		
7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF BIOLOGICAL SCIENCES			8. WORKSTATION/PLACE OF WORK VSU, BAYBAY CITY, LEYTE		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER
				Php 289,692.00	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD, DBS			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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, LCD PROJECTOR, LABORATORY EQUIPMENT, ETC.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	()	()	Other Agencies	(x)	()
Non Supervisors	(x)	(x)	Others (Please specify: Admin Offices	()	(x)
Staff	(x)	(x)			
18. WORKING CONDITION					
Office Work	(x)		Other/s (Please Speciy)		
Field Work	(x)				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION IMPLEMENTS THE APPROVED DEGREE PROGRAMS AND DO RESEARCH, EXTENSION AND PRODUCTION FUNCTIONS					
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		
MASTERAL DEGREE IN THE NEEDED FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions 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
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
21g. TECHNICAL COMPETENCIES	Competency Level
Conduct research and extension activities	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head b) Prepares and gives examinations (mid/final/long exams/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	1
22b. 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 submits reports within the prescribed period d) Presents research/extension outputs during conferences/fora of legitimate professional organizations e) Submits output for possible publication/patenting	1
22c. 3. Participate in the co-curricular activities.	1
22d. 4. Perform other functions assigned by the Department Head. a) Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b) Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	1
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.	
 EUNICE KENEE L. SERINO Employee's Name, Date and Signature	 ANALYN M. MAZO Supervisor's Name, Date and Signature
08- Feb -2018	