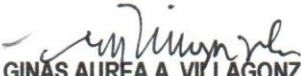



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1)		1. POSITION TITLE (as authorized by DBM)			
		INSTRUCTOR I			
2. ITEM NO.:		3. SALARY GRADE : 12			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
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 ANIMAL SCIENCE			VSU , Visca, Baybay City, Leyte		
9. PRES. APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER
				P	ACA PERA P24,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, DAS-CAFS, VSU			Dean, College of Agriculture and Food Science		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Instructional materials, computer, cellphone, calculator, analytical equipment, microscope,books, audio-visual aids, printers/copiers, internet, laboratory animals.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive/Managerial		(x)	()	General Public	
Supervisors		()	(x)	Other Agencies	
Non Supervisors		(x)	()	Others (Please specify:	
Staff		(x)	(x)	Admin Offices	
18. WORKING CONDITION					
Office Work		(x)	Other/s (Please Specify)		
Field Work		(x)	Academic Lecture/Laboratory Teaching		
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	
Masteral degree in the needed field of specialization		Required		Required	
				21d. Eligibility	
				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 clear-cut 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
Provides technical support for the Department of Animal Science.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
22a.	1. Teaches assigned subjects and performs other teaching related functions, among others the following: a. Prepare teaching materials/guides and submit to department head. b. Conducts examinations (mid/final/long hours/quizzes). c. Checks test papers and returns one week after exam. d. Submits grade sheets and turn over class records to department head two weeks after final examination.	1
22b.	2. Member in different committees.	1
22c.	3. Participate in the co-curricular activities.	1
22d.	4. Performs other functions assigned by the Department Head.	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.		
 GINAS AUREA A. VILLAGONZALO 10/11/2018 Employee's Name, Date and Signature		 JULIUS V. ABELA - Head, DAS, VSU Supervisor's Name, Date and Signature