

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title 	
2. ITEM NUMBER 		3. SALARY GRADE 9	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT STATE UNIVERSITY & COLLEGES		6. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION INSTRUCTION AND EVALUATION OFFICE		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P19,593.00	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR FOR INSTRUCTION AND EVALUATION		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial Supervisors Non-Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	General Public Other Agencies Others (Please Specify): _____
18. WORKING CONDITION			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Spearhead on the implementation, planning and monitoring of teaching performance evaluation by students, class observation of faculty by unit heads, planning of the curriculum & instructional material development.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Manages the teaching performance evaluation by students, monitor the employability & placements of graduates and assist in reviewing the curriculum proposals.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	1 year relevant experience	4 hrs of relevant training	Career Service (Subprofessional) 1ST Level

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	1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	1
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	1
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.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	1

21f. Functional Competencies	Competency Level
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular	1
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.	1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.	1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
20%	1. Involves in the review of curriculum proposals	1
20%	2. Monitors the employability and placement of graduates	1
40%	3. Manages the teaching performance evaluation by students	1
10%	4. Experience either as executive assistant or in the preparation or evaluation of curricular offerings	1
10%	5. Perform other duties assigned by the Supervisors	1

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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


AIDA L. ESTRERA 11/29/24


MA. RACHEL KIM L. AURE 11/29/24

Employee's Name, Date and Signature

Supervisor's Name, Date and Signature