

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

**INSTRUCTOR I**

2. ITEM NUMBER

3. SALARY GRADE

SG-12

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

- ☐ Province  
☐ City  
☐ Municipality

- ☒ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

- ☐ 5th Class  
☐ 6th Class  
☒ Special

5. DEPARTMENT, CORPORATION OR AGENCY/  
 LOCAL GOVERNMENT

Visayas State University

6. BUREAU OR OFFICE

7. DEPARTMENT / BRANCH / DIVISION

Department of Civil Engineering

8. WORKSTATION / PLACE OF WORK

VSU, Baybay City, Leyte

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Department of Civil Engineering

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Engineering

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

None

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Desktop computer, printer, laptop, LCD projector, calculator

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial  
 Supervisors  
 Non-Supervisors  
 Staff

☒  
☐  
☐  
☐

☐  
☒  
☒  
☒

General Public  
 Other Agencies  
 Others (Please Specify):

☐  
☒  
☐

Admin Offices

18. WORKING CONDITION

Office Work  
 Field Work

☐  
☐

☐  
☐

Other/s (Please Specify)

Instruction

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, research, and extension

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
College Degree-Bachelor of Science and Civil Engineering	Junior Structural Engineer-1 at JEMAR Engineering Services	None required	First level eligibility

**21e. Core Competencies**

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

**Competency Level**

2

**21f. Leadership Competencies**

1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs

**Competency Level**

2

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
80%	1. Teaches assigned subjects and performs other teaching related functions	2
10%	2. Performs research and/or extension functions	
5%	3. Performs administrative functions (if applicable)	
5%	4. Performs other functions assigned by the supervisor	

**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.



**BEATRIZ NICOLLE A. OPPUS**  
Employee's Name, Date and Signature



**EPIFANIA G. LORETO**  
Supervisor's Name, Date and Signature