

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</b>  <div style="text-align: center;">INSTRUCTOR I</div>		
<b>2. ITEM NUMBER</b>  <div style="text-align: center;">INSTI-26-2013</div>			<b>3. SALARY GRADE</b>  <div style="text-align: center;">SALARY GRADE 12</div>		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<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	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  <div style="text-align: center;">STATE UNIVERSITY &amp; COLLEGES</div>			<b>6. BUREAU OR OFFICE</b>  <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <div style="text-align: center;">DEPARTMENT OF FOREST SCIENCE</div>			<b>8. WORKSTATION / PLACE OF WORK</b>  <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>		
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">HEAD, DEPARTMENT OF FOREST SCIENCE</div>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">DEAN, COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE</div>		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <div style="text-align: center;">LAPTOP, PROJECTOR, FIELD EQUIPMENTS, BOOKS, PRINTER, ETC.</div>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>Frequent</b>	
Executive / Managerial		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<b>17b. External</b>		<b>Occasional</b>		<b>Frequent</b>	
General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):					
Admin Offices		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  <div style="text-align: center;">To provide instruction and undertake research and extension activities in Forestry and Forest Development Projects</div>					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To provide instruction and undertake research and extension activities in Forestry and Forest Development Projects			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Graduate of MS in Forestry	Four years of experience in research assistant and community organizing	Non required	Licensed Forester
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times.			2
2. Delivering Service Excellence - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation.			2
3. Communication Savvy - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed.			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and works well in a team to achieve results.			2
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.			2
6. Gender-responsive management - Promotes enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies to address gender-related problems and issues.			1
21f. Functional Competencies			Competency Level
1. Facilitating Learner - Centered Environment - Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			2
2. Innovative Teaching Strategies - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational			2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.			2
4. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology.			2
5. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			4
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
25%	1. Develop and design course syllabi that align with the university's academic goals and standards. Ensure that the content is up-to-date with current knowledge, trends, and research in the subject area.		2
25%	2. Effectively deliver lectures, laboratory activities, and practical sessions using appropriate teaching methods, technology, and resources. Manage the classroom environment to facilitate learning and maintain student engagement.		2
25%	3. Develop fair and effective methods for assessing student performance through exams, assignments, projects, and laboratory activities. Provide timely and constructive feedback to help students improve their academic skills.		2

15%	4. Engage in research activities to contribute to the advancement of the subject field. Publish scholarly work, attend academic conferences, and share findings that can enhance teaching practices and the academic community.	2
10%	5. Provide academic guidance to students regarding their courses, career paths, and research interests. Mentor students in developing their professional skills and achieving academic success.	2

**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.

 9/17/24  
**KENNETH BRYAN L. DORIA**  
Employee's Name, Date and Signature

 9/13/24  
**ANGELICA P. BALDOS**  
Supervisor's Name, Date and Signature