Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		1000	POSITION TITLE (as approved by authorized agency) with parenthetical title		
			INSTR	UCTOR I	
2. ITEM NUMBER		3	S. SALARY GRADE		
INSTI -6-2016			SG12		
4. FOR LOCAL GOVERN	IMENT POSITION, ENUME	RATE G	OVERNMENTAL UNIT AND C	LASS	
☐ Province ☐ City ☐ Municipalit	у	1st Cl 2nd C 3rd Cl 4th Cl	lass	☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORF		6	S. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			College of Arts and Sciences		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Department of Pure and Applied Chemistry			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP	10. PREVIOUS APPROP AC	T	11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
N/A	N/A		29,165.0	00 ACA/PERA P2,000.00	
13. POSITION TITLE OF	IMMEDIATE SUPERVISOR	R	14. POSITION TITLE OF NEXT	HIGHER SUPERVISOR	
Head, DoPAC			Dean, College of Arts and Sciences		
15. POSITION TITLE, AN	ID ITEM OF THOSE DIREC	CTLY SU			
POS	SITION TITLE	1	None	NUMBER	
		REGUL	ARLY IN PERFORMANCE OF	ARRAMERYA	
Compute	er, printer, laptop, projector,	calculato	or, Laboratory equipment, chalk,	white board marker	
17. CONTACTS / CLIEN			47b Esternal	Occasional   Fraguent	
17a. Internal Executive /	Occasional Fred	quent	17b. External General Public	Occasional Frequent	
Supervisors			Other Agencies	Despend	
Non-Supervisors	10 6 10 1 C.		Others (Please Specify):	admin offices	
Staff	<b>√</b>	4	olessional organizations	2 etsindiper	
18. WORKING CONDITI	ON ~		Other/s (Please Specify)		
Field Work		Idsoil	Others (Flease Specify)		
		1071011	s piner functions, enterg others	rachol A	
	ISTRIO OTIS SONA	ICTION (	OF THE UNIT OR SECTION	Mcc assign	
	n, research and extension		on functions	oneutricos if d	
20. BRIEF DESCRIPTIO	N OF THE GENERAL FUN	ICTION	OF THE POSITION (Job Summ	nary)	
and the second s	The state of the s	t instructi	ion, research and extension	PO A CHARGIN EDGALENT AND A PRO	
21. QUALIFICATION ST			Od - Truly	Odd Elighille.	
21a. Education Relevant Masteral	21b. Experience NONE REQUIRED		21c. Training NONE REQUIRED	21d. Eligibility NONE REQUIRED	
Degree	. TOTAL TILEGOTILED	isousset	siller description in Na-Seon of the seon	o sero nacelyed a cropy of a second over the s	

21e. Core Compet		MANUFACTURE OF THE LOCAL PROPERTY OF THE PROPE	
	encies		Competency Level
	Professionalism - demonstrates high standards of pules, values, and standards of public office	rofessional behaviour, adhering to	2
Delivering Service Exceller satisfaction	ice - Complies with VSU's established standards of	f service delivery for customer	2
3. Communication Savy - Effe	ectively delivers messages that simply focus on facts	s or information;	2
Interpersonal relationship clients, and work well in a tea	2		
behaviour and style appropria			2
Gender-responsive manag related problems	ement - Promotes gender equality and women em	powerment to address gender-	1
21f. Functional Co			Competency Level
<ol> <li>Facilitating Learner Center learning delivery modes to en</li> </ol>	2		
<ol><li>Innovative Learning Strate based course syllabi to adapt</li></ol>	2		
Innovative Instructional Ma experiences that utilize innov	2		
4. Filipino Values Restoration	2		
5. Publication Writing - Devel	ops and produces scientific article for peer-reviewed	d journals by utilizing research	2
outputs.			
outputs. 21g. Technical Cor	mpetencies		Competency Level
21g. Technical Cor	mpetencies upport and technical services for DoPAC's	faculty and staff.	Competency Level
21g. Technical Con			
21g. Technical Con	upport and technical services for DoPAC's  UTIES AND RESPONSIBILITIES (Technical State the duties and responsible to the duties and duties are duties and duties and duties and duties are duties and duties and duties are duties and duties are duties and duties and duties are duties and duties and duties are duties are duties and duties are duties and duties are duties and duties are duties are duties are duties and duties are duties are duties are duties and duties are duties	ical Competencies) ensibilities here:)	2
Provides so  22. STATEMENT OF D  Percentage of Working  Time	upport and technical services for DoPAC's UTIES AND RESPONSIBILITIES (Techni	ical Competencies) ensibilities here:) rms other teaching related	2
21g. Technical Con Provides si 22. STATEMENT OF D Percentage of Working	UTIES AND RESPONSIBILITIES (Technical Services for DoPAC's  (State the duties and responsibilities and responsibilities and responsibilities and responsibilities and performance functions, among others, the following:  a. Prepares and revised teaching material department head  b. Prepares and gives examinations (middle). Checks test papers and returns to study	ical Competencies) insibilities here:) irms other teaching related als/guides and submit to d/final/long/quizzes)	2
Provides so  22. STATEMENT OF D  Percentage of Working  Time	upport and technical services for DoPAC's  UTIES AND RESPONSIBILITIES (Technical (State the duties and responsibilities) and responsibilities and performance functions, among others, the following:  a. Prepares and revised teaching material department head  b. Prepares and gives examinations (mid-	rms other teaching related als/guides and submit to d/final/long/quizzes) dents one week after ad period to the Registrar	2
Provides so  22. STATEMENT OF D  Percentage of Working  Time	upport and technical services for DoPAC's  UTIES AND RESPONSIBILITIES (Technical (State the duties and responsibilities) and responsibilities and responsibilities and responsibilities and performance functions, among others, the following:  a. Prepares and revised teaching material department head  b. Prepares and gives examinations (middle context) and returns to study examination  d. Submits grade sheets within prescribed through the department  2. Performs research and/or extension frollowing:  a. Prepares research/extension proposal	ical Competencies) Insibilities here:) Irms other teaching related als/guides and submit to d/final/long/quizzes) dents one week after ad period to the Registrar functions, among others the	2
Provides so  22. STATEMENT OF D  Percentage of Working  Time	UTIES AND RESPONSIBILITIES (Technical Services for DoPAC's (State the duties and responsibilities).  1. Teaches assigned subjects and perfor functions, among others, the following: a. Prepares and revised teaching material department head b. Prepares and gives examinations (middle c. Checks test papers and returns to study examination d. Submits grade sheets within prescribed through the department 2. Performs research and/or extension following:	rms other teaching related als/guides and submit to d/final/long/quizzes) dents one week after ad period to the Registrar functions, among others the ls extension projects within time d period during conferences/fora of	2
Provides so  22. STATEMENT OF D  Percentage of Working Time  80%	UTIES AND RESPONSIBILITIES (Technical State the duties and responsibilities and performance functions, among others, the following:  a. Prepares and revised teaching material department head  b. Prepares and gives examinations (midical Companies) and returns to study examination  d. Submits grade sheets within prescribe through the department  2. Performs research and/or extension following:  a. Prepares research/extension proposal b. Implements duly approved research/extension outputs of the prescribed described and presents research/extension outputs of the presents research/ext	ical Competencies) Insibilities here:) Irms other teaching related als/guides and submit to d/final/long/quizzes) Idents one week after and period to the Registrar functions, among others the als extension projects within time Id period during conferences/fora of In/patenting	2 Competency Level

## 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.

DAVID WINSTON W. TABADA Employee's Name, Date and Signature ELIZABETH S. QUEVEDの14 20ック Supervisor's Name, Date and Signature