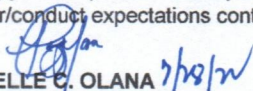




| | | | |
|--|-------------------------------------|---|---|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title INSTRUCTOR 1 | |
| 2. ITEM NUMBER | | 3. SALARY GRADE | |
| INST1-43-2015 | | 12 | |
| 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 | | 6. BUREAU OR OFFICE | |
| VISAYAS STATE UNIVERSITY | | Philippine Root Crop Research and Training Center (PhilRootcrops) | |
| 7. DEPARTMENT / BRANCH / DIVISION | | 8. WORKSTATION / PLACE OF WORK | |
| Philippine Root Crop Research and Training Center (PhilRootcrops) | | VSU, BAYBAY CITY, LEYTE | |
| 9. PRESENT APPROP | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION |
| NA | NA | 27,608.00 | ACA/PERA P2,000.00 |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | |
| Head, Production Division | | Director | |
| 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 | |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK | | | |
| Desktop computer, laptop, LCD projector, laboratory glasswares and equipment e.g. analytical balance, laboratory fumehood, PCR, rotary evaporator, pipettor | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | |
| 17a. Internal | Occasional | Frequent | 17b. External |
| Executive / Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | General Public |
| Non-Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other Agencies |
| Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Others (Please Specify): |
| | | | admin offices |
| 18. WORKING CONDITION | | | |
| Office Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) |
| Field Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | |
| conducts researches on root crop production improvement | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | |
| conducts researches on integrated pest management, serves as technical person in any related extension activities and teaches pest management subjects at the affiliate department | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| Relevant Master's Degree | None Required | None Required | None required except for courses with board examination wherein RA 1080 is required |

| 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 | | 2 |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction | | 2 |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; | | 2 |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work 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 gender equality and women empowerment to address gender-related problems | | 1 |
| 21f. Functional Competencies | | Competency Level |
| 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning. | | 2 |
| 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape. | | 2 |
| 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment. | | 2 |
| 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. | | 2 |
| 5. Research and Extension Management-Prepares research and extension proposals and knowledgeable in the implementation and management of research and extension projects | | 1 |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs. | | 2 |
| 21g. Technical Competencies | | Competency Level |
| Provides support and technical services for faculty, staff and stakeholders | | 2 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | |
| 50% | 1. Conducts research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares terminal progress and prepares reports within the prescribed period d. Submits output for possible publication/patenting e. Supervises laborers in the field 2. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours | 2 |
| 30% | | 2 |
| 15% | 3. Serves as technical expert in any extension activities | 2 |
| 5% | 4. Performs other functions that may be assigned to her from time to time | 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. | | |
|  ROCHELLE C. OLANA Employee's Name, Date and Signature | |  MARLON M. TAMBIS Supervisor's Name, Date and Signature |
|  EDGARDO E. TULIN Supervisor's Name, Date and Signature | | |