

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR I	
2. ITEM NO.: INST - 20 - 2002		3. SALARY GRADE : 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE VSU , Baybay	
7. DEPARTMENT/BRANCH/DIVISION Department of Biological Sciences		8. WORKSTATION/PLACE OF WORK VSU , Baybay	
9. PRES, APPROP ACT NA	1. PREV. APPROP ACT NA	11. SALARY AUTHORIZED 27,608	12. OTHER ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DBS		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Arts and Sciences	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, monitor, headset			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal Executive/Managerial Supervisors Non Supervisors Staff	Occasional (X) (x) (x) (x)	Frequent () () () ()	17b. External General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
		Occasional () (x) ()	Frequent (x) () (x)
18. WORKING CONDITION Office Work (x) Field Work ()			
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 services			
21. QUALIFICATION STANDARDS			
21a. Education Master's Degree candidate	21b. Experience none required	21c. Training none required	21d. Eligibility none required
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			Competency Level 2

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	
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. 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 DBS faculty, staff, students and other clientele	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
<div>Percent of Working Time</div> <div>DUTIES</div>	
<div>70%</div> <div> 1. Teaches assigned subjects and performs other teaching related functions, among others, the following: <ul style="list-style-type: none"> a) Prepares the virtual classroom, and enrolled students individually to the learning management system (VSU-EE). b) Craft OBE-syllabus for blended learning, prepares learning materials and upload these to the learning management system (VSU-EE) c) Create quizzes, exams and other learning activities for the students in the learning management system, and facilitate any glitches/problems encountered by the students while taking the activities. d) Check and record examination scores, and learning outputs by the students and give feedbacks if possible, one week after examination/submission of output. e) Craft a Table of Specification prior to the conduct of examination. f) Submit grade sheets within prescribed period to the Office of the University Registrar through the department and college. g) Turns over class records to the department heads after computing the grades and cross-checked the scores of the students in every submitted outputs within two weeks after the final examination h) Makes himself available for consultation by his/her students during scheduled consultation hours </div>	2

20%	2. Conduct approved researches and extension activities by the University a) Craft research proposal; conduct research-related biodiversity assessment and extension services; makes quarterly, semi-annual and terminal reports. b) Provide assistance to students and other clientele within and outside the university such as LGU's and other government offices.	2
5%	3. Performs assigned administrative functions (if applicable)	2
5%	4. Performs other functions, among others: a. Performs other functions assigned by the Department Head, College Dean, Vice-President and the University President	2

23. ACKNOWLEDGMENT AND ACCEPTANCE

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

Ernlondo 7/7/22
ERN OLIVER C. BALONDO
 Employee's Name, Date and Signature

may 7/7/22
ANALYN M. MAZO
 Supervisor's Name, Date and Signature