

**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**

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**

**6. BUREAU OR OFFICE**

STATE UNIVERSITIES & COLLEGES

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

**8. WORKSTATION / PLACE OF WORK**

DEPARTMENT OF FOREST SCIENCE

VSU, CITY OF BAYBAY, LEYTE

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

Head, Department of Forest Science

Dean, Faculty of Forestry and Environmental Science

**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**

Computer, printer, laptop, 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):

☒  
☒

☐  
☐

**18. WORKING CONDITION**

Office Work  
Field Work

☐  
☒

☒  
☐

Other/s (Please Specify)

**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  |
| Relevant Masteral degree   | NONE REQUIRED  | NONE 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   |  |   | 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. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology.  |  |   | 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. 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 landscape.   |  |   | 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)   | (Indicate the required Competency Level here) |                   |
| 80%  | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares revised teaching materials, guides and submit to department head<br>b. Prepares and gives examinations<br>c. Checks test papers and returns to students one week after examination | 2   |                   |

|     |  |   |
|-----|--|---|
| 10% | 2. Performs research and/or extension functions, among the others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting | 2 |
| 5%  | 3. Performs administrative functions (if applicable)<br>4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College dean, Vice presidents, and the University president                                  | 2 |
| 5%  |  | 2 |

23. ACKNOWLEDGMENT AND ACCEPTANCE

I have received a copy of this Position Description Form. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.



CHRISTIAN ALBERT L. MARTINEZ, 18/09/2025

Employee's Name, Date, and Signature



ANGELICA P. BALDOS, 18/09/2025

Supervisor's Name, Date, and Signature