| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) |   | POSITION TITLE (as approved by authorized agency) with parenthetical title  INSTRUCTOR I |   |
|---|---|--|---|
|   |   |  |   |
|   |   | S  | GG12                                    |
| 4. FOR LOCAL GOVERNME   | NT POSITION, ENUMERATI  | LE GOVERNMENTAL UNIT AND   | CLASS                                   |
| ☐ Province<br>☑ City<br>☐ Municipality  | 2r<br>3r  | ot Class<br>and Class<br>d Class<br>h Class  | ☐ 5th Class<br>☐ 6th Class<br>☐ Special |
| 5. DEPARTMENT, CORPOR<br>LOCAL GOVERNMENT   | ATION OR AGENCY/  | 6. BUREAU OR OFFICE  |   |
| VISAYAS STAT  | E UNIVERSITY  | COLLEGE OF ARTS AND SCIENCES   |   |
| 7. DEPARTMENT / BRANCH  | 1 / DIVISION  | 8. WORKSTATION / PLACE OF WORK   |   |
| DEPARTMENT OF PURE  | AND APPLIED CHEMISTRY   | VSU, BAYBAY CITY, LEYTE  |   |
| 9. PRESENT APPROP ACT 1   | 0. PREVIOUS APPROP ACT  | 11. SALARY AUTHORIZED 12. OTHER COMPENSATION   |   |
|   |   | 22,938   | ACA/PERA P2,000.00                      |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR  |   | 14. POSITION TITLE OF NE   | XT HIGHER SUPERVISOR                    |
| HEAD, DOPAC   |   | DEAN, COLLEGE OF ARTS AND SCIENCES   |   |
| 15. POSITION TITLE, AND I   | TEM OF THOSE DIRECTLY   | SUPERVISED   |   |
|   | (if more than seven (7) list or   | nly by their item numbers and tit  | les)                                    |
| POSITION TITLE  |   | ITEM NUMBER  |   |
| 16. MACHINE, EQUIPMENT  | , TOOLS, ETC., USED REGI  | JLARLY IN PERFORMANCE O  | PF WORK                                 |
| COMPUTER, PI  | RINTER, LAPTOP, PROJEC  | TOR, CALCULATOR, LABORA  | ATORY EQUIPMENT                         |
| 17. CONTACTS / CLIENTS  |   |  |   |
| Executive / Managerial Supervisors Non-Supervisors Staff  | Occasional Frequent   | General Public Other Agencies Others (Please Specify):                                   | Occasional Frequent  ADMIN OFFICES      |
| 18. WORKING CONDITION   | The name of the first   |  |   |
| Office Work<br>Field Work   | ✓   | Teaching Laboratory and Lec<br>Other/s (Please Specify)                                  | ture                                    |
| 19. BRIEF DESCRIPTION O   | F THE GENERAL FUNCTIO   | N OF THE UNIT OR SECTION   |   |
| TO PROVIDE INSTRUCTION  | The state of the state of   | DESIGN GUBERTERMEDIAC EMPONES  | 300                                     |
| 20. BRIEF DESCRIPTION O   | F THE GENERAL FUNCTIO   | N OF THE POSITION (Job Sur   | nmary)                                  |
| TO TEACH, CONDUCT RES   |   | EMIC FUNCTIONS   |   |
| 21. QUALIFICATION STAN  |   |  |   |
| 21a. Education  | 21b. Experience   | 21c. Training  | 21d. Eligibility                        |
| relevant Masteral degree  | None required   | None required  | None required                           |
| 21e. Core Competencie   |   |  | Competency Level                        |
| Exemplifying Integrity and Profes<br>adhering to ethical as well as moral                                 | sionalism - demonstrates high stand<br>principles, values, and standards of |  | 2                                       |
| Delivering Service Excellence - C<br>customer satisfaction  | Complies with VSU's established sta   | andards of service delivery for  | 2                                       |

| 3. Communication Savy - Effective  | vely delivers messages that simply focus on facts or information;   | 2                                      |
|--|---|--|
| 4. Interpersonal relationship mar  |   |  |
| customers and clients, and work  | 2   |  |
| <ol><li>Change Adaptation - Works e<br/>behaviour and style appropriately</li></ol>      | 2   |  |
| Gender-responsive management     gender-related problems                                 | 1   |  |
| 21f. Functional Competencies   |   | Competency Level                       |
| <ol> <li>Facilitating Learner Centered I<br/>learning delivery modes to enhar</li> </ol> | Environment - Applies theories and psychologies to facilitate various teaching-<br>nce learning.  | 2                                      |
| 2.Innovative Teaching Strategies<br>based course syllabi to adapt to t                   | 2   |  |
| <ol><li>Innovative Instructional Material experiences that utilize innovative</li></ol>  | 2   |  |
| 4. Filipino Values Restoration- Renature.  | 4   |  |
|  | and produces scientific article for peer-reviewed journals by utilizing   | 2                                      |
| 22. STATEMENT OF DUT   | TES AND RESPONSIBILITIES (Technical Competencies)   | Competency Level                       |
| Percentage of Working  | (State the duties and responsibilities here:)   | ************************************** |
| 7ime<br>80%  | Teaches assigned subjects and performs other teaching related functions, among others, the following:   | 2                                      |
|  | 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   |  |
| 10%  | Performs research and/or extension functions, among others the following:     a. Prepares research/extension proposals     b. Implements duly approved research/extension projects within time frame  | 2                                      |
|  | c. Prepares and prepares reports within the prescribed  |  |
|  | d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting  |  |
| 5%   | Performs administrative functions as College Secretary  | 2                                      |
| 5%   | 4. Performs other functions, among others:  | 2                                      |
|  | a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University |  |
| 23. ACKNOWLEDGMENT   | President   |  |

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.

MERVIN JUNE B. GASATAN Employee's Name, Date and Signature JACOB GLENN F. JANSALIN Supervisor's Name, Date and Signature