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		
2. ITEM NUMBER		3. SALARY GRADE		
VISCAB-INST1-6-2016		SG12		
4. FOR LOCAL GOVERN	MENT POSITION, ENUMERATE	OVERNMENTAL UNIT AND CLASS		
☐ Province		Class	5th Class	
_ Oily		Class [☐ 6th Class ☐ Special	
☐ Municipality ☐ 3rd Class ☐ Special ☐ 4th Class				
5. DEPARTMENT, CORP LOCAL GOVERNMEN		6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY		College of Arts and Sciences		
7. DEPARTMENT / BRAN	ICH / DIVISION	8. WORKSTATION / PLACE OF WORK		
Department of Pu	re and Applied Chemistry	VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP 10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED 12. OTHER COMPENSATION		
	ALIA	20.165.00	ACA/PERA P2,000.00	
N/A	N/A	29,165.00		
13. POSITION TITLE OF	IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Hea	ad, DoPAC	Dean, College of Arts and Sciences		
15. POSITION TITLE, AN	D ITEM OF THOSE DIRECTLY	SUPERVISED None		
POS	MBER			
16. MACHINE, EQUIPME	NT, TOOLS, ETC., USED REGU	JLARLY IN PERFORMANCE OF WO	RK	
Computer, printer, laptop, projector, calculator, Laboratory equipment, chalk, white board marker				
17. CONTACTS / CLIEN	TS / STAKEHOLDERS			
17a. Internal	Occasional Frequent		Occasional Frequent	
Executive /		General Public Other Agencies		
Supervisors Non-Supervisors		Others (Please Specify):	admin offices	
Staff	7			
18. WORKING CONDITION Office Work	ON	Other/s (Please Specify)		
Field Work		cate (i todos openiy)		
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 ST		21c. Training	21d. Eligibility	
21a. Education Relevant Masteral	21b. Experience NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	
Degree				
21e. Core Competencies 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to			Competency Level	
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			2	
Communication Savy - Effectively delivers messages that simply focus on facts or information;			2	
 Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 			2	

Change Adaptation - Works and style appropriately in deal	2	
Gender-responsive manage related problems	1	
21f. Functional Cor	Competency Level	
Facilitating Learner Centered delivery modes to enhance learner	2	
Innovative Learning Strateg course syllabi to adapt to the course.	2	
Innovative Instructional Mate experiences that utilize innova	2	
4. Filipino Values Restoration-	2	
Publication Writing - Develo outputs.	2	
21g. Technical Cor	Competency Level	
Provides support and technical services for DoPAC's faculty and staff.		2
22. STATEMENT OF D	UTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	Teaches assigned subjects and performs other teaching related functions, among others, the following: Prepares and revised teaching materials/guides and submit to department head Prepares and gives examinations (mid/final/long/quizzes) Checks test papers and returns to students one week after examination Submits grade sheets within prescribed period to the Registrar through the department	2
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 c. Prepares reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5%	3. Performs administrative functions (if applicable)	2
5%	4. Performs other functions, among others: 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 President	2
23 ACKNOWI EDGME	NT AND ACCEPTANCE:	
20. ACKNOWLEDGWE	IT AND ACCEL PARCE.	

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. QUEVEDO Supervisor's Name, Date and Signature