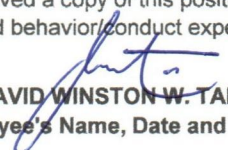
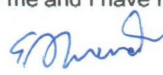


| | | | |
|--|--|--|--|
| <div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div> | | <div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>INSTRUCTOR I</div> | |
| <div>2. ITEM NUMBER</div> <div>VISCAB-INST1-6-2016</div> | | <div>3. SALARY GRADE</div> <div>SG12</div> | |
| <div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div> | | | |

| | |
|--|--|
| 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. 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 DoPAC's faculty and staff. | 2 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) |
| 80% | 1. 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 |
| 10% | 2. 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 |
| 5% | 3. Performs administrative functions (if applicable) |
| 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 |
| 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. | |
|  DAVID WINSTON W. TABADA Employee's Name, Date and Signature |  12/18/2018 ELIZABETH S. QUEVEDO Supervisor's Name, Date and Signature |