



REPUBLIC OF THE PHILIPPINES  
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR I

2. ITEM NO.: VISCAB-INST1-22-2013

3. SALARY GRADE : 12

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

<input type="checkbox"/> provincial	<input type="checkbox"/> 1 <sup>st</sup> class	<input type="checkbox"/> 5 <sup>th</sup> class
<input type="checkbox"/> city	<input type="checkbox"/> 2 <sup>nd</sup> class	<input type="checkbox"/> 6 <sup>th</sup> class
<input type="checkbox"/> municipality	<input type="checkbox"/> 3 <sup>rd</sup> class	<input type="checkbox"/> Special
	<input type="checkbox"/> 4 <sup>th</sup> class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

DEPARTMENT OF CIVIL ENGINEERING

VSU , Baybay City, Leyte

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Department of Civil Engineering

Dean, College of Engineering

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, LCD projector and screen, scientific calculator, blackboard, chalk, board eraser, teaching guide, books, journals

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	( x )	( )	General Public	( )	( x )
Supervisors	( x )	( )	Other Agencies	( x )	( )
Non Supervisors	( x )	( x )	Others (Please specify:	( )	( x )
Staff	( x )	( x )	Admin Offices		

18. WORKING CONDITION

Office Work	( )	Other/s (Please Specify)
Field Work	( )	On Study Leave

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Implements the approved degree programs and do research, extension, and production functions.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Performs instruction, research, and extension functions of the department.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS in Architecture	None required	None required	Licensed

21e. CORE COMPETENCIES:

Competency  
Level

- |   |   |
|---|---|
| 1. <b>Exemplifying Integrity</b><br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules.                                     | 1 |
| 2. <b>Delivering Service Excellence</b><br>Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. | 1 |
|   | 1 |



<b>3. Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines and feedback on one's performance, well being, and learning discipline.		1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials.		1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work.		1
4. <b>Championing and Applying Innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
<b>21g. TECHNICAL COMPETENCIES: MASTER PLUMBER, ARCHITECTURE/ARCHITECT</b>		<b>Competency Level</b>
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) ON STUDY LEAVE</b>		<b>Competency Level</b>
Percent of Working Time	DUTIES	
	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	
	a. Prepares and revises teaching materials/guides and submits 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 head within two weeks after final examination	
	f. Makes himself or herself available for consultation by his/her students during scheduled consultation hours	
	2. Performs research and/or extension functions, among others the following:	
	a. Prepares research/extension proposals	
	b. Implements duly approved research/extension projects within approved time frame	
	c. Prepares and submits reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
	e. Submits outputs for possible publication/patenting	
	3. Performs administrative functions (if applicable)	
	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	
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
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.		
RAFFY ANDREW G. LORETO 5/31/17 Employee's Name, Date and Signature		EPIFANIA G. LORETO 5/31/17 Supervisor's Name, Date and Signature