

Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> 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 GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
COLLEGE OF EDUCATION		VSU , Baybay City, 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	
PRINCIPAL		COLLEGE DEAN	
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			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	(/)	( )	General Public
Supervisors	( )	( )	Other Agencies
Non Supervisors	(/)	(/)	Others (Please specify:
Staff	(/)	(/)	Admin Offices
			Occasional
			Frequent
			( )
			( )
			( )
			(/)
18. WORKING CONDITION			
Office Work		(/)	Other/s (Please Speciy)
Field Work		( )	
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)			
INSTRUCTION			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
MASTER OF MANAGEMENT Major Business Management	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED



21e. CORE COMPETENCIES		Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office		2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work 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 gender equality and women empowerment to address gender-related problems and issues		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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final Examination.	2
10%	Member in different committees.	2
5%	Participate in the co-curricular activities.	2
5%	Perform other functions assigned by the Department Head.	2
23. ACKNOWLEDGMENT AND ACCEPTANCE		
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.		
<u>ANTHONY P. LAMBERT</u> 08/13/2019 Employee's Name, Date and Signature		<u>DR. SHALOM S. SUGANO</u> 08/13/2019 Supervisor's Name, Date and Signature