

Republic of the Philippines POSITION DESCRIPTION FORM 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 GOVERNMENTAL UNIT AND CLASS					
Province		1st Class		5th Class	
City		2nd Class		6th Class	
Municipality		3rd Class		Special	
4th Class					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			COLLEGE OF ARTS AND SCIENCES		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF BIOTECHNOLOGY			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP	10. PREVIOUS APPROP	11. SALARY AUTHORIZED		12. OTHER	
				ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, Department of Biotechnology			Dean, College of Arts and Sciences		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
None					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
COMPUTER, PRINTER, LAPTOP, LCD PROJECTOR, CALCULATOR					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
				Occasional	Frequent
Executive / Managerial		x		General Public	x
Supervisors				Other Agencies	x
Non-Supervisors		x	x	Others (Please Specify):	
Staff		x	x	admin offices	x
18. WORKING CONDITION					
Office Work		Other/s (Please Specify)			
Field Work		Laboratory Work		x	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
To implement the offering of the BS Biotechnology program of the University					

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

To teach undergraduate chemistry and biotechnology courses

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant masteral degree	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 Savvy - 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	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.	4
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	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 revises 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 herself available for consultation by her students during scheduled consultation hours	2
10%	2. Performs administrative functions (if applicable)	2
10%	3. 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. 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.

DONNA CHRISTENE Q. RAMOS

Employee's Name, Date and Signature

KYZA MAE M. RAMONEDA

Supervisor's Name, Date and Signature