



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1)		1. POSITION TITLE (as authorized by DBM) <div style="text-align: center; font-weight: bold;">INSTRUCTOR III</div>	
2. ITEM NO.: VISCAB -INST3-14-2016		3. SALARY GRADE : 14	
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 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
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 Animal Science		VSU , Visca, Baybay City, Leye	
9. PRES, APPROP ACT	10. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P	ACA PERA P2,000.00/mo.
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Department Head		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			
Instructional materials, computer, cellphone/calculator, analytical equipment, microscope, books, audio-visual aids, computer printers/copiers, internet, laboratory animals.			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	(x)	()	General Public
Non Supervisors	()	(x)	Other Agencies
Staff	(x)	()	Others (Please specify:
	()	(x)	()
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify) Academic Lecture/Laboratory Teaching	
Field Work	(x)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Implements the approved degree programs through teaching, do research and extension services, and animal production management for instruction functions.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Performs teaching animal science courses to students, extension services to trainings and walk-in public clients, and do animal production management for instructional functions.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant masteral degree in the needed field of specialization	1 year experience	4 hrs. training	None required
21e. CORE COMPETENCIES			Competency Level
1. <i>Exemplifying Integrity and Professionalism</i> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. <i>Delivering Service Excellence</i> - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. <i>Communication Savy</i> - Effectively delivers messages that simply focus on facts or information;			2
4. <i>Interpersonal relationship management</i> - 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		2
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 Department of Animal Science.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
70%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	2
20	a. Prepares and revised teaching materials/guides and submit to department head	
15	b. Prepares and gives examinations (mid/final/long/quizzes)	
15	c. Checks test papers and returns to students one week after examination	
10	d. Submits grade sheets within prescribed period to the Registrar through the department /college dean.	
5	e. Turns over class records to department heads within two weeks after final examination	
5	f. Makes himself available for consultation by his/her students during scheduled consultation hours	
10%	2. Performs laboratory animal production management, among others, the following:	2
5	a. Monitoring the health program of the laboratory animals	
5	b. Administration of dewormer, vitamins and other related functions	
10%	3. Performs research and/or extension functions, among others the following:	2
2	a. Prepares research/extension proposals	
3	b. Conducts research/trainings/seminars and attend walk-in clients asking for advises/suggestions related to animal production	
2	c. Prepares and prepares reports within the prescribed period	
2	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
1	e. Submits output for possible publication/patenting	
10%	4. Performs other functions, among others:	2
5	a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	
5	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 behaviour/conduct expectations contained herein.		
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  ANGIE R. POLIQUIT - Employee's Name, Date and Signature </div> <div style="text-align: center;">  JULIUS V. ABELA - Supervisor's Name, Date and Signature </div> </div>		