

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 III

2. ITEM NUMBER

INST3 - 20-2011

3. SALARY GRADE

14

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

☐ Province
☐ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

DEPARTMENT OF PEST MANAGEMENT

8. WORKSTATION / PLACE OF WORK

DEPARTMENT OF PEST MANAGEMENT

9. PRESENT APPROP ACT

MAR

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

31,431.00

12. OTHER

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPARTMENT HEAD

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

COLLEGE DEAN

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

MICROSCOPE, MICRO PIPETTERS, PROJECTOR, COMPUTER, PRINTER, AUTOCLAVE, FUME HOOD

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasion

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☒
☐
☐
☐

☒
☒
☒
☒

General Public
Other Agencies
Others (Please Specify):

☒
☐

☐
☒

18. WORKING CONDITION

Office Work
Field Work

☐
☐

☒
☒

Other/s (Please Specify)

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

PERFORM ACADEMIC AND RESEARCH DUTIES RELATED TO PEST MANAGEMENT

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

Teach basic and advanced courses related to Pest Management.

Propose and execute researches related to Pest Management.

Perform other duties as needed by the Department and the University.

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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 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. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	

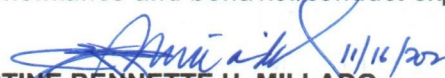
21f. Leadership Competencies	Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning. 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape. 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment. 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	


22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level

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.


 JUSTINE BENNETTE H. MILLADO
 Employee's Name, Date and Signature


 ELVIRA L. OCLARIT
 Supervisor's Name, Date and Signature