



# REPUBLIC OF THE PHILIPPINES

1. POSITION TITLE (as authorized by DBM)

Instructor

2. ITEM NO.: VLSCAP-INST-28-2013

3. SALARY GRADE : 12

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

☐ provincial  
☒ city  
☐ municipality

☐ 1<sup>st</sup> class  
☐ 2<sup>nd</sup> class  
☐ 3<sup>rd</sup> class  
☐ 4<sup>th</sup> class

☐ 5<sup>th</sup> class  
☐ 6<sup>th</sup> class  
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

DEPARTMENT OF BUSINESS AND MANAGEMENT

7. DEPARTMENT/BRANCH/DIVISION

DEPARTMENT OF BUSINESS AND MANAGEMENT

8. WORKSTATION/PLACE OF WORK

VSU, Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

₱256,644.00

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, DBM

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Management and Economics

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, projector

17. CONTACTS/CLIENTS/STAKEHOLDERS

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

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
Field Work	( )	Administrative work (x)

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, extension and production functions of the department.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Master degree	3 years of relevant experience	16 hours of relevant training	None required

21e. CORE COMPETENCIES

1. Exemplifying Integrity

Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules

2. Delivering Service Excellence

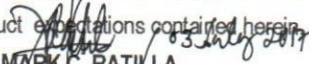
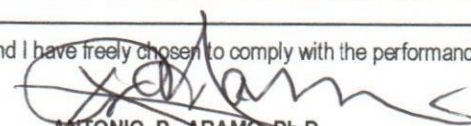
Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.

Competency Level

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.		1
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & 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 & 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 &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
Provides instruction, research, extension and production services for the Dept. of Business and Management.		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
Percent of Working Time	DUTIES	
75%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	
	a. Prepares and revised 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 himself available for consultation by his/her students during scheduled consultation hours	
10%	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 prepares reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
	e. Submits output for possible publication/patenting	
5%	3. Performs administrative functions (if applicable)	
10%	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.		
 MARK C. RATILLA Employee's Name, Date and Signature		 ANTONIO P. ABAMO, Ph.D. Supervisor's Name, Date and Signature