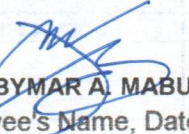
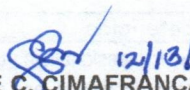


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Instructor I	
2. ITEM NUMBER VISCAB- INST1-15-2021		3. SALARY GRADE SG 12, Step 1	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE Department of Food Science and Technology	
7. DEPARTMENT / BRANCH / DIVISION Department of Food Science and Technology		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP NA	10. PREVIOUS APPROP ACT NA	11. SALARY AUTHORIZED 27,608.00	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DFST		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture and Food Science	
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 COMPUTER, VIDUAL AIDES, WHITEBOARD PENS, ERASER, CHALK, WHITEBOARD/CHALKBOARD, BALLPEN. PENCIL , LABORATORY EQUIPMENT AND OTHER GADGETS			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal		17b. External	
Occasional <input type="checkbox"/>	Frequent <input type="checkbox"/>	Occasional <input type="checkbox"/>	Frequent <input type="checkbox"/>
Executive / Supervisors <input type="checkbox"/>		General Public <input type="checkbox"/>	
Non-Supervisors <input checked="" type="checkbox"/>		Other Agencies <input type="checkbox"/>	
Staff <input checked="" type="checkbox"/>		Others (Please Specify): admin offices	
18. WORKING CONDITION			
Office Work <input checked="" type="checkbox"/>		Other/s (Please Specify)	
Field Work <input type="checkbox"/>			
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) To conduct instruction, research and extension			
21. QUALIFICATION STANDARDS			
21a. Education Master Degree holder in the area of specialization	21b. Experience NONE REQUIRED	21c. Training NONE REQUIRED	21d. Eligibility 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	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
21g. Technical Competencies	Competency Level
Provides support and technical services for Dept. of Food Science and Technology faculty and staff.	2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)
60%	<ul style="list-style-type: none"> - Manages the Food Testing Laboratory - Conducts analyses submitted by the students, MSMEs and other clients -Issues certificate of analysis to the clientele - Prepares the Food Testing Laboratory for the License to Operate (LTO) permit application and laboratory accreditations - Checks performance of the equipment in the laboratory - Submits reports to the immediate supervisor
30%	<ul style="list-style-type: none"> - Teaches assigned subjects and performs other teaching related functions, among others, the following <ul style="list-style-type: none"> a. Prepares and revised teaching materials/guides b. Prepares and gives examinations (midterm/final/long exams/quizzes) c. Checks test papers d. Submits grade sheets within prescribed period to the Registrars
5%	<ul style="list-style-type: none"> -Prepares research and extension proposals -Implements duly approved research/extension projects within time -Prepares reports within the prescribed period -Presents research/extension outputs during conferences/fora of -Submits output for possible publication/patenting
5%	<ul style="list-style-type: none"> -Performs other functions, among others <ul style="list-style-type: none"> a. Perform administrative functions (if applicable) b. performs functions relative to committee memberships and other c. 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 behavior/conduct expectations contained herein.	
 JUBYMAR A. MABUTO Employee's Name, Date and Signature	13 DEC 2022  LYNETTE C. CIMAFRANCA Supervisor's Name, Date and Signature