	Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		POSITION TITLE (as approved by authorized agency) with parenthetical title  INSTRUCTOR I		
D					
2. ITEM NUMBER		3	. SALARY GRADE		
VISCAB-	MSI -11-2010	20 LN 195-195-10	12		
		NUMERATE C	OVERNMENTAL UNIT AND	CLASS	
☐ Prov ☑ City ☐ Mun		☐ 1st Cla ☐ 2nd Cla ☐ 3rd Cla ☐ 4th Cla	ass	☐ 5th Class ☐ 6th Class ☐ Special	
DEPARTMENT, LOCAL GOVER	CORPORATION OR AGEN	CY/ 6	. BUREAU OR OFFICE		
VISA	YAS STATE UNIVERSITY	rad stellers sami	OFFICE OF	THE PRESIDENT	
7. DEPARTMENT	/ BRANCH / DIVISION	8	. WORKSTATION / PLACE C	F WORK	
Department of Teacher Education			VSU, BAYBAY CITY, LEYTE		
PRESENT APPRO	OP 10. PREVIOUS APPRO	P ACT 1	1. SALARY AUTHORIZED	12. OTHER COMP	PENSATIO
		s faculty and r		ACA/PERA P	2,000.00
3. POSITION TIT	LE OF IMMEDIATE SUPER	VISOR 1	4. POSITION TITLE OF NEX	T HIGHER SUPERVISO	OR
	Head, DTE	behaler grudester	Dean, Colle	ege of Education	
5. POSITION TIT	LE, AND ITEM OF THOSE				
	CA A ME THE TAXABLE AND A SAME AND A SAME AND AND A SAME AND A SAM	ven (7) list on	ly by their item numbers and ti	itles)	
	INSTRUCTOR		ADI VIN DEDECORMANCE OF	WARY	100
6. MACHINE, EQ	UIPMENT, TOOLS, ETC., U	SED REGULA	arli in perfurniance up	WORK	
6. MACHINE, EQ	UIPMENT, TOOLS, ETC., U	esidew awt cariff	r, laptop, projector, wifi	WORK	
	Lenft vote Con	mputer, printe	w gonan trampenali of ebiosar as	WORK	
17. CONTACTS /	CLIENTS / STAKEHOLDER	mputer, printers	r, laptop, projector, wifi  17b. External	Occasional	Frequent
17. CONTACTS / 17a, Internal Executive /	Col	mputer, printer  S Frequent	r, laptop, projector, wifi  17b. External  General Public	ELECTRICAL TV 2-mGs	4
7. CONTACTS / 17a, Internal Executive / Supervisors	CLIENTS / STAKEHOLDER Occasional	mputer, printer  S Frequent   G	17b. External General Public Other Agencies	ELECTRICAL TV 2-mGs	THE REAL PROPERTY AND PERSONS ASSESSED.
7. CONTACTS / 0 17a. Internal Executive / Supervisors Non-Supervisors Staff	Column Co	mputer, printer  S Frequent  G  G  C	r, laptop, projector, wifi  17b. External  General Public	ELECTRICAL TV 2-mGs	1
7. CONTACTS / 17a. Internal Executive / Supervisors Non-Supervisors Staff 8. WORKING CO	COICLIENTS / STAKEHOLDER Occasional  OCCASIONAL  ONDITION	mputer, printer  S Frequent  C C C	17b. External General Public Other Agencies Others (Please Specify):	ELECTRICAL TV 2-mGs	1
7. CONTACTS / 17a. Internal Executive / Supervisors Non-Supervisors Staff 8. WORKING CO Office Work	Column Co	mputer, printer  Frequent  G  G  G  G  G  G  G  G  G  G  G  G  G	17b. External General Public Other Agencies	ELECTRICAL TV 2-mGs	4
17. CONTACTS / 17a, Internal Executive / Supervisors Non-Supervisors Staff 18. WORKING CO Office Work Field Work	COICLIENTS / STAKEHOLDER Occasional  OCCASIONAL  ONDITION	mputer, printer  Frequent  G  V  V  V  V  V	17b. External General Public Other Agencies Others (Please Specify): Other/s (Please Specify)	ELECTRICAL TV 2-mGs	4

MATERIAL SPECIMENTS		xtension fucntions of the departm	ent
1. QUALIFICATION	STANDARDS		
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Master's	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
degree			
21e. Core Compe	Competency Level		
Exemplifying Integrity and hical as well as moral prin	2		
Delivering Service Excellentisfaction	2		
Communication Savy - El	2		
Interpersonal relationship lents, and work well in a te	2		
Change Adaptation - Wo	2		
Gender-responsive mana elated problems	1		
21f. Functional C	omnetencies	N CONTRACTOR	Competency Level
	red Environment Applies theories and psychologies	s to facilitate various teaching-	2
arning delivery modes to	-		
Innovative Learning Strat	ategies by designing outcomes-based	2	
THE RESIDENCE AND ADDRESS OF THE PERSON OF T	e changing educational landscape. aterials Development - Designs and creates learnin	a leasene tecching technical	2
	2		
xperiences that utilize inno	2		
Filipino Values Restoration	2		
. Publication Writing - Devi utputs.	lops and produces scientific article for peer-reviewe	ed journals by utilizing research	2004 015 1250 116 2110
21g. Technical C	mnetencies		Competency Level
		esticula faculty and stoff	2
	t and technical services for Teacher Educ	callott's faculty and staff.	4
	DUTIES AND RESPONSIBILITIES (Tech		Competency Level
Percentage of Workin			Competency Level
	(State the duties and resp	consibilities here:)	Competency Level
Percentage of Workin	(State the duties and resp 1. Teaches assigned subjects and performs	consibilities here:)	Competency Level
Percentage of Workin	(State the duties and responses)  1. Teaches assigned subjects and performs among others, the following:	onsibilities here;) other teaching related functions,	Competency Level
Percentage of Workin	(State the duties and resp 1. Teaches assigned subjects and performs	onsibilities here;) other teaching related functions,	Competency Level
Percentage of Workin	1. Teaches assigned subjects and performs among others, the following: a. Prepares and revised teaching materials/head b. Prepares and gives examinations (mid/fin:	onsibilities here;) other teaching related functions, guides and submit to department al/long/quizzes)	Competency Level
Percentage of Workin Time	1. Teaches assigned subjects and performs among others, the following: a. Prepares and revised teaching materials/shead b. Prepares and gives examinations (mid/finic. Checks test papers and returns to students)	onsibilities here:) other teaching related functions, guides and submit to department al/long/quizzes) ts one week after examination	
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Percentage of Working Time 80%	1. Teaches assigned subjects and performs among others, the following: a. Prepares and revised teaching materials/head b. Prepares and gives examinations (mid/finc. Checks test papers and returns to student d. Submits grade sheets within prescribed pedepartment e. Turns over class records to department hexamination f. Makes himself available for consultation to scheduled consultation hours 2. Performs research and/or extension function. Prepares research/extension proposals b. Implements duly approved research/extension outputs during the second consultation	consibilities here:)  cother teaching related functions, guides and submit to department al/long/quizzes) ts one week after examination eriod to the Registrar through the reads within two weeks after final by his/her students during ctions, among others the following: resion projects within time frame prescribed period	2
Percentage of Working Time 80%	1. Teaches assigned subjects and performs among others, the following: a. Prepares and revised teaching materials/head b. Prepares and gives examinations (mid/finc. Checks test papers and returns to student d. Submits grade sheets within prescribed produced produced by the student department e. Turns over class records to department hexamination f. Makes himself available for consultation by scheduled consultation hours 2. Performs research and/or extension function. Prepares research/extension proposals by Implements duly approved research/extension. Prepares and prepares reports within the d. Presents research/extension outputs during professional organizations	consibilities here:)  Tother teaching related functions, guides and submit to department al/long/quizzes) to one week after examination eriod to the Registrar through the reads within two weeks after final by his/her students during extions, among others the following:  Insion projects within time frame prescribed perioding conferences/fora of legitimate	2
Percentage of Working Time 80%	1. Teaches assigned subjects and performs among others, the following: a. Prepares and revised teaching materials/shead b. Prepares and gives examinations (mid/fin.c. Checks test papers and returns to student d. Submits grade sheets within prescribed performent e. Turns over class records to department hexamination f. Makes himself available for consultation to scheduled consultation hours 2. Performs research and/or extension function. Prepares research/extension proposals b. Implements duly approved research/extension. Prepares and prepares reports within the d. Presents research/extension outputs durit professional organizations e. Submits output for possible publication/pa	consibilities here:)  cother teaching related functions, guides and submit to department al/long/quizzes)  ts one week after examination eriod to the Registrar through the reads within two weeks after final by his/her students during etions, among others the following:  Insion projects within time frame prescribed perioding conferences/fora of legitimate attenting	2
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Percentage of Working Time 80%	1. Teaches assigned subjects and performs among others, the following: a. Prepares and revised teaching materials/shead b. Prepares and gives examinations (mid/fin: c. Checks test papers and returns to student d. Submits grade sheets within prescribed performent e. Turns over class records to department the examination f. Makes himself available for consultation to scheduled consultation hours 2. Performs research and/or extension function. Prepares research/extension proposals b. Implements duly approved research/extension. Prepares and prepares reports within the d. Presents research/extension outputs durit professional organizations e. Submits output for possible publication/pa 3. Performs administrative functions (if appli 4. Performs other functions, among others:	consibilities here:)  cother teaching related functions, guides and submit to department al/long/quizzes) ts one week after examination eriod to the Registrar through the reads within two weeks after final by his/her students during etions, among others the following: Insion projects within time frame prescribed perioding conferences/fora of legitimate attenting icable)  memberships and other ad hoc	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.

APRIL JAE G. CUSTODIO 1/3/2/ Employee's Name, Date and Signature JOEL Q. MABALHIN 09-13-2021 Supervisor's Name, Date and Signature