

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1,

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR I

2. ITEM NO.: VSU CAP-1 NSI-48-2016

3. SALARY GRADE: 12

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

() provincial () 1st class () 5th class
(x) city () 2nd class () 6th class
() municipality () 3rd class () Special
() 4th class

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

VSU LABORATORY HIGH SCHOOL

7. DEPARTMENT/BRANCH/DIVISION

COLLEGE OF EDUCATION

8. WORKSTATION/PLACE OF WORK

VSU, Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 22,149/mo.

ACA PERA 2,000/mo.

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

DR. ROSARIO P. ABELA - PRINCIPAL

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DR. ALELI A. VILLOINO - 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

CLASSROOM, CHALKBOARD, CHALKS, BOOKS, PERSONAL PROJECTOR, SPEAKER (PERSONAL)

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

Executive/Managerial Supervisors
Non Supervisors
Staff

(x)
()
(x)
(x)

()
()
(x)
(x)

17b. External

Occasional

Frequent

General Public
Other Agencies
Others (Please specify:
Admin Offices

()
(x)
()

(x)
()
(x)

18. WORKING CONDITION

Office Work

(x)

Field Work

()

Other/s (Please Speciy)

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

FUNCTION AS AN ADVISOR OF ONE OF THE SECTIONS OF GRADE 9 AND ENGLISH TEACHER AS WELL.

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

FUNCTION AS AN INSTRUCTOR I AND ENGLISH TEACHER.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

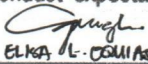
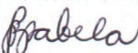
21c. Training

21d. Eligibility

MAJOR OF EDUCATION MAJOR IN ENGLISH

6 years of formal teaching

PRC LICENSE - 1111169

21e. CORE COMPETENCIES		Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut 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
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
21g. TECHNICAL COMPETENCIES		Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here)	
	1. Teaches assigned subject and performs other teaching related functions, among others the following; a. Prepare teaching materials/guides and submit to department head. b. Conducts examination (mid/final/long hours/quizzes) c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head two weeks after final examination.	1 1 1 1
	2. Member in different committees.	1
	3. Participate in the co-curricular activities	1
	4. Perform other functions assigned by the Department Head.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE		
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.		
 NEREIDA ELKA L. COMIAS, 07/13/2018 Employee's Name, Date and Signature		 DR. ROSARIO P. ABELA, 07/13/2018 Supervisor's Name, Date and Signature