

Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1,		<b>1. POSITION TITLE (as authorized by DBM)</b> INSTRUCTOR 1	
<b>2. ITEM NO.:</b> VISCAL-INST1-62-2016		<b>3. SALARY GRADE :</b> 12	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input checked="" type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>	
<b>7. DEPARTMENT/BRANCH/DIVISION</b> LIBERAL ARTS AND BEHAVIORAL SCIENCES		<b>8. WORKSTATION/PLACE OF WORK</b> VSU , Baybay City, Leyte	
<b>9. PRES, APPROP ACT</b>		<b>1. PREV. APPROP ACT</b>	
		<b>11. SALARY AUTHORIZED</b> 256,644/ANNUM	
		<b>12. OTHER</b> ACA PERA- 2,000/month	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> HEAD & DEAN		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> College Dean	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None			
<b>16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> Computer, DLP projector, class records, board eraser, whiteboard markers, etc.			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	( x ) ( ) ( x ) ( x )	( ) ( ) ( x ) ( x )	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
<b>18. WORKING CONDITION</b>			
Office Work		( x )	Other/s (Please Speciy)
Field Work		( )	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> Implements the AB-English Language Studies and MS LangTchng programs, conducts relevant research, extension and production functions			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> Performs instruction, research and extension functions of the department			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Masteral degree in field of specialization	None required	None required	None required



<b>21e. CORE COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. <b>Solving Problems and Making Decisions</b> 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
<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>
	1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
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
2. Member in different committees.	1
3. Participate in the co-curricular activities	1
4. Perform other functions assigned by the Department Head.	1
<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.	
ANGELIE E. GENOTIVA Employee's Name, Date and Signature	GUINALDO C. FERNANDEZ, JR. Supervisor's Name, Date and Signature