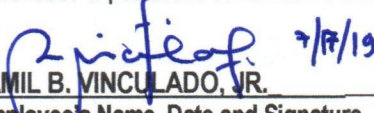
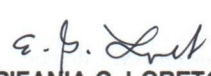


|                                                                                                                                                                                                                                                                                                                            |                     |                                                              |                                                |                 |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------|------------------------------------------------|-----------------|----------|
| Republic of the Philippines<br>POSITION DESCRIPTION FORM<br>DBM-CSC Form No. 1<br>(Revised Version No. 1 ,                                                                                                                                                                                                                 |                     | 1. POSITION TITLE (as authorized by DBM)<br><br>INSTRUCTOR I |                                                |                 |          |
| 2. ITEM NO.: VISCAB-INST1-63-2016                                                                                                                                                                                                                                                                                          |                     | 3. SALARY GRADE : 12                                         |                                                |                 |          |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS                                                                                                                                                                                                                                                      |                     |                                                              |                                                |                 |          |
| <div><div><div>( ) provincial</div><div>( ) city</div><div>( ) municipality</div></div><div><div>( ) 1<sup>st</sup> class</div><div>( ) 2nd class</div><div>( ) 3rd class</div><div>( ) 4th class</div></div><div><div>( ) 5<sup>th</sup> class</div><div>( ) 6<sup>th</sup> class</div><div>( ) Special</div></div></div> |                     |                                                              |                                                |                 |          |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT                                                                                                                                                                                                                                                                      |                     | 6. BUREAU OR OFFICE                                          |                                                |                 |          |
| VISAYAS STATE UNIVERSITY                                                                                                                                                                                                                                                                                                   |                     |                                                              |                                                |                 |          |
| 7. DEPARTMENT/BRANCH/DIVISION                                                                                                                                                                                                                                                                                              |                     | 8. WORKSTATION/PLACE OF WORK                                 |                                                |                 |          |
| Department of Civil Engineering                                                                                                                                                                                                                                                                                            |                     | VSU , Baybay City, Leyte                                     |                                                |                 |          |
| 9. PRES, APPROP ACT                                                                                                                                                                                                                                                                                                        | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED                                        | 12. OTHER                                      |                 |          |
|                                                                                                                                                                                                                                                                                                                            |                     |                                                              | ACA PERA                                       |                 |          |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR                                                                                                                                                                                                                                                                                 |                     | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR                 |                                                |                 |          |
| Head, Department of Civil Engineering                                                                                                                                                                                                                                                                                      |                     | Dean, College of Engineering                                 |                                                |                 |          |
| 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, calculator                                                                                                                                                                                                                                                                           |                     |                                                              |                                                |                 |          |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS                                                                                                                                                                                                                                                                                          |                     |                                                              |                                                |                 |          |
| 17a. Internal                                                                                                                                                                                                                                                                                                              | Occasional          | Frequent                                                     | 17b. External                                  | Occasional      | Frequent |
| Executive/Managerial Supervisors                                                                                                                                                                                                                                                                                           | (✓)                 | ( )                                                          | General Public                                 | ( )             | (✓)      |
| Non Supervisors                                                                                                                                                                                                                                                                                                            | ( )                 | ( )                                                          | Other Agencies                                 | (✓)             | ( )      |
| Staff                                                                                                                                                                                                                                                                                                                      | ( )                 | (✓)                                                          | Others (Please specify: <u>Admin Offices</u> ) | (✓)             | ( )      |
| 18. WORKING CONDITION                                                                                                                                                                                                                                                                                                      |                     |                                                              |                                                |                 |          |
| Office Work                                                                                                                                                                                                                                                                                                                | ( )                 | Other/s (Please Specify)                                     |                                                |                 |          |
| Field Work                                                                                                                                                                                                                                                                                                                 | ( )                 | <u>Instruction</u>                                           |                                                |                 |          |
| 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. QUALIFICATON STANDARDS                                                                                                                                                                                                                                                                                                 |                     |                                                              |                                                |                 |          |
| 21a. Education                                                                                                                                                                                                                                                                                                             | 21b. Experience     | 21c. Training                                                | 21d. Eligibility                               |                 |          |
| Relevant Masteral degree                                                                                                                                                                                                                                                                                                   | none required       | none required                                                | none required                                  |                 |          |
| 21e. CORE COMPETENCIES                                                                                                                                                                                                                                                                                                     |                     |                                                              |                                                | Competency Leve |          |
| 1. <i>Exemplifying Integrity and Professionalism</i> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office                                                                                                                      |                     |                                                              |                                                | 2               |          |
| 2. <i>Delivering Service Excellence</i> - Complies with VSU's established standards of service delivery for customer satisfaction                                                                                                                                                                                          |                     |                                                              |                                                |                 |          |
| 3. <i>Communication Savvy</i> - Effectively delivers messages that simply focus on facts or information;                                                                                                                                                                                                                   |                     |                                                              |                                                |                 |          |
| 4. <i>Interpersonal relationship management</i> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results                                                                                                                                                |                     |                                                              |                                                |                 |          |
| 5. <i>Change Adaptation</i> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.                                                                                                                                               |                     |                                                              |                                                |                 |          |
| 6. <i>Gender-responsive management</i> - Promotes gender equality and women empowerment to address gender-related problems and issues                                                                                                                                                                                      |                     |                                                              |                                                |                 |          |



|                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                     |  |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2                                                                                                                                                   |  |
| 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 Civil Eng'g faculty and staff.                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                     |  |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Competency Level                                                                                                                                    |  |
| Percent of Working Time                                                                                                                                                                    | DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                     |  |
| 80 %                                                                                                                                                                                       | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>e. Turns over class records to department heads within two weeks after final examination<br>f. Makes himself available for consultation by his/her students during scheduled consultation hours | 2                                                                                                                                                   |  |
| 10%                                                                                                                                                                                        | 2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame<br>c. Prepares and submits reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting                                                                                                                                                                                              | 2                                                                                                                                                   |  |
| 5%                                                                                                                                                                                         | 3. Performs administrative functions (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2                                                                                                                                                   |  |
| 5%                                                                                                                                                                                         | 4. Performs other functions, among others:<br>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions<br>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President                                                                                                                                                                                                                                                                                                | 2                                                                                                                                                   |  |
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                     |  |
| <br>RAMIL B. VINCULADO, JR.<br>Employee's Name, Date and Signature                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <br>EPIFANIA G. LORETO<br>Supervisor's Name, Date and Signature |  |