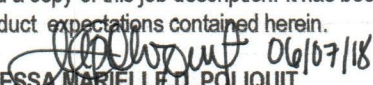
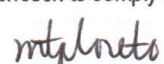


 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM)	
		SUBSTITUTE INSTRUCTOR	
2. ITEM NO.: VISCAR-INST1-23-2016		3. SALARY GRADE : 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
☐ provincial ☒ city ☐ municipality		☐ 1 st class ☐ 2 nd class ☐ 3 rd class ☐ 4 th class	
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 BIOTECHNOLOGY		VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 22,149/mo	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
DEPARTMENT HEAD		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			
LCD PROJECTOR, LAPTOP COMPUTER, SCIENTIFIC CALCULATOR, VERTICAL AND HORIZONTAL ELECTROPHORESIS, AUTOMATIC PIPETOR, PCR, UV-VIS SPECTROPHOTOMETER, OTHER LABORATORY WARES AND EQUIPMENT			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	(x)	()	General Public
Supervisors	()	()	Other Agencies
Non Supervisors	(x)	(x)	Others (Please specify:
Staff	(x)	(x)	Admin Offices
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Speciy)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To provide instruction, research & extension services.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Instruction			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS in Biotechnologyt major in Industrial Biotechnology		*see attachment	CSC Honor Graduate Eligibility

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
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. 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
22b. 2. Member in different committees.	1
22c. 3. Participate in the co-curricular activities.	1
22d. 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.	
 CARESSA MARIELLE D. POLIQUIT Employee's Name, Date and Signature	 MA. THERESA P. LORETO Supervisor's Name, Date and Signature