REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM	1. POSITION TITLE (as authorized by DBM) INSTRUCTOR
2. ITEM NO.: VISCAB-INST-11-2013	3. SALARY GRADE : 12

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

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

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	6. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	
7. DEPARTMENT/BRANCH/DIVISION	**8. WORKSTATION/PLACE OF WORK**
DEPARMENT OF MATHEMATICS AND PHYSICS	VSU , Baybay City, Leyte

9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 259,512.00	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

Computer, printer, laptop, projector, calculator, books, teaching manuals, whiteboard and whiteboard pen, chalkboard, eraser

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	( )	General Public	( )	(x)
Supervisors	(x)	( )	Other Agencies	(x)	( )
Non Supervisors	(x)	( )	Others (Please specify:	(x)	( )
Staff	( )	(x)			

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
Field Work	( )	Classroom/Computer Room

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

Teaches all mathematics subjects both general and major courses, supports the department's development plan and activities

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

Performs instruction, research and extension functions of the department.

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master in Education major in Mathematics	None required	None required	LET Passers

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 clear cut 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
Percent of Working Time	DUTIES	
85%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	
	a. Prepares and revises teaching materials/guides and submit to department head	
	b. Prepares and gives examinations (mid/final/long/quizzes)	
	c. Checks test papers and returns to students one week after examination	
	d. Submits grade sheets within prescribed period to the Registrar through the department	
	e. Turns over class records to College Dean within two weeks after final examination	
	f. Makes himself available for consultation by his/her students during scheduled consultation hours	
10%	2. Performs research and/or extension functions, among others the following:	
	a. Prepares research/extension proposals	
	b. Implements duly approved research/extension projects within approved time frame	
	c. Prepares and submits reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
	e. Submits output for possible publication/patenting	
0%	3. Performs administrative functions	
5%	4. Performs other functions, among others:	
	a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	
	b. Performs other functions assigned by the College Dean, Vice Presidents, and the University President	

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.

RAYMUND M. IGCASAMA 7/06/2017
Employee's Name, Date and Signature

CLIMACO D. ESPINA JR., 7/06/2017
Supervisor's Name, Date and Signature