

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</div> <div>INSTRUCTOR I</div>																																	
<div>2. ITEM NUMBER</div>			<div>3. SALARY GRADE</div> <div>SG 12</div>																																	
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div>																																				
<div>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</div> <div>VISAYAS STATE UNIVERSITY</div>			<div>6. BUREAU OR OFFICE</div>																																	
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT</div>			<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY, LEYTE</div>																																	
<div>9. PRESENT APPROP ACT</div>		<div>10. PREVIOUS APPROP ACT</div>		<div>11. SALARY AUTHORIZED</div>		<div>12. OTHER COMPENSATION</div>																														
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>DEPARTMENT HEAD</div>				<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>COLLEGE DEAN</div>																																
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><thead><tr><th>POSITION TITLE</th><th>ITEM NUMBER</th></tr></thead><tbody><tr><td>N/A</td><td>N/A</td></tr></tbody></table>							POSITION TITLE	ITEM NUMBER	N/A	N/A																										
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<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div>																																				
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><thead><tr><th>17a. Internal</th><th>Occasional</th><th>Frequent</th><th>17b. External</th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>Executive / Managerial</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Others (Please Specify):</td><td></td><td></td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></tbody></table>							17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):			Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
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<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>OFFER TOURISM AND HOSPITALITY COURSES</div>																																				



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
TEACHES TOURISM AND HOSPITALITY COURSES DEVELOP SYLLABUS AND TOS DEVELOP MODULES FOR SUBJECTS HANDLED PREPARE POWERPOINT FOR LECTURES FOLLOW FUNCTIONS ASSIGNED TO ME BY THE UNIVERSITY AND THE DEPARTMENT HEAD'			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS HOTEL, RESTAURANT AND TOURISM MANAGEMENT, MM TOURISM MANAGEMENT (on-going)			CSC PROFESSIONAL ELIGIBILITY
21e. Core Competencies			Competency Level
TRAVEL SERVICES, EVENTS MANAGEMENT SERVICES, TOURISM PROMOTIONS, COOKERY			NCII/NCIII
21f. Leadership Competencies			Competency Level
(Indicate the required Leadership Competencies here)			(Indicate the required Competency Level here)
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		(Indicate the required Competency Level here)
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
NIKKI G. CORALES-BAJAS Employee's Name, Date and Signature		VENICE B. IBÁÑEZ Supervisor's Name, Date and Signature	