

Republic of the Philippines  
**POSITION DESCRIPTION FORM**  
**DBM-CSC Form No. 1**  
 (Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

INSTRUCTOR I

2. ITEM NUMBER

INST1-30-2016

3. SALARY GRADE

SG-12

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

- ☐ Province  
☒ City  
☐ Municipality

- ☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

- ☐ 5th Class  
☐ 6th Class  
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/  
 LOCAL GOVERNMENT

STATE UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

DEPARTMENT OF MECHANICAL ENGINEERING

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

₱32,245.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, DME

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN, FACULTY OF ENGINEERING

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

LAPTOP, PRINTER, LCD PROJECTOR, CALCULATOR

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

18. WORKING CONDITION

Office Work

☒

Field Work

☐

Other/s (Please Specify)

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. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
RELEVANT MASTER DEGREE	Teaching or Instruction	None required	R.A 1080
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism - Demonstrates compliance to policies, rules and standards of the university, CHED and other regulatory bodies and performs assigned functions per standards.			2
Delivering Service Excellence - Delivers service with added value to the great satisfaction of clients and provides feedback to improve the process.			2
Communication Savvy - Effectively delivers messages that simply focus on facts or information.			2
Interpersonal Relationship Management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results.			2
Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			2
Gender-Responsive Management - Demonstrates basic awareness and knowledge of GAD.			1
21f. Functional Competencies			Competency Level



