1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1 INSTRUCTOR I** (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE INST1-30-2016 SG-12 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS □ Province ☐ 1st Class ☐ 5th Class City ☐ 2nd Class ☐ 6th Class ☐ Municipality ☐ 3rd Class ☐ Special ☐ 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT STATE UNIVERSITY & COLLEGES VISAYAS STATE UNIVERSITY 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK DEPARTMENT OF MECHANICAL ENGINEERING VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION N/A ACA/PERA P2,000.00 ₱32,245.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR HEAD, DME 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 Occasional Frequent 17b. External Occasional Frequent 17a. Internal Executive / Managerial General Public 1 Supervisors Other Agencies 4 1 Non-Supervisors Others (Please Specify): 1 1 Staff 18. WORKING CONDITION 4 Office Work Other/s (Please Specify) Field Work 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 21b. Experience 21d. Eligibility 21a. Education 21c. Training Teaching or Instruction R.A 1080 RELEVANT MASTER None required DEGREE 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. Delivering Service Excellence - Delivers service with added value to the great satisfaction of clients and provides 2 feedback to improve the process. Communication Savvy - Effectively delivers messages that simply focus on facts or information. 2 Interpersonal Relationship Management - Effectively communicates and interacts with colleagues, customers and 2 clients, and work well in a team to achieve results. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour 2 and style appropriately in dealing with change. Gender-Responsive Management - Demonstrates basic awareness and knowledge of GAD. 21f. Functional Competencies Competency Level

Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	2
Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes- based course syllabi to adapt to the changing educational landscape.	2
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.	4
5. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to	2
Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	2

	IES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working	(State the duties and responsibilities here:)	
Time	t t	
Percentage of Working	(State the duties and responsibilities here:)	
	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	
	a. Prepares and revised 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	
80%	d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination	2
	f. Makes himself available for consultation by his/her students during scheduled consultation hours	
10%	Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals	
	b. Implements duly approved research/extension projects within time frame	
	c. Prepares and prepares reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of legitimate professional	2
	organizations e. Submits output for possible publication/patenting	
5%	3. Performs administrative functions (if applicable)	2
5%	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	2
	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 position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

LESITE O. LESIGUES
Employee's Name, Date and Signature

Supervisor's Name Date and Signature