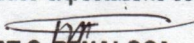
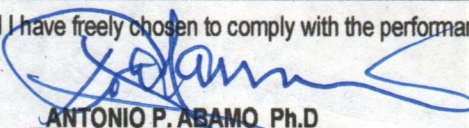


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM) instructor (Substitute)	
2. ITEM NO.: VISCAD-1091-18-2016		3. SALARY GRADE: 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE Department of Business and Management	
7. DEPARTMENT/BRANCH/DIVISION Dept. of Business and Management		8. WORKSTATION/PLACE OF WORK VSU, Baybay City, Leyte	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED 22,149/mo.	12. OTHER ACA PERA 2,000/mo.
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DBM		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CME	
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 Laptop, Computer, LCD projector, printer			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors Non Supervisors Staff	(x) () (x) (x)	() (x) (x) (x)	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
18. WORKING CONDITION		Occasional	
Office Work Field Work		(x) (x)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the approved degree programs and do research, extension and production functions			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs instruction, research, extension and production functions of the department.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	3 years of relevant experience	16 hours of relevant training	None required

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
Provides instruction, research, extension and production services for the Dept. of Business and Management			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.			
 BERT C. PENALOSA Employee's Name, Date and Signature		 ANTONIO P. ABAMO Ph.D Supervisor's Name, Date and Signature	