



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>Instructor 1</b></p>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
VISCAB-INST1-28-2015		SG - 12	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province  <input type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
Visayas State University			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
Department of Civil Engineering		VSU, Baybay City, Leyte	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
NA	NA	27,892	2,000
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
Head, Department of Civil Engineering		Dean, College of Engineering	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>	
N/A		N/A	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
Desktop Computer, printer, laptop, LED Projector, Handheld calculator			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>18. WORKING CONDITION</b>			
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify):
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instruction
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
To conduct instruction, research and extension			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
To conduct instruction, research and extension			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Relevant Masteral degree	None required	None required	None required RA 1080
<b>21e. Core Competencies</b>			<b>Competency Level</b>
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information. 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues			2



21f. Leadership Competencies		Competency Level
1. Facilitating Learner Centred 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. 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	2
80%	1. Teaches assigned subjects and performs other teaching	
10%	2. Performs research and/or extension functions	
5%	3. Performs administrative functions (if applicable)	
5%	4. Performs other functions assigned by supervisor	
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.		
 ANDY PHIL D. CORTES 7/08/22 Employee's Name, Date and Signature		 GLADYS G. DYDORA 07/08/22 Supervisor's Name, Date and Signature