

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

INST 1 - 5 - 2022

3. SALARY GRADE

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

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

OFFICE OF THE PRESIDENT

7. DEPARTMENT / BRANCH / DIVISION

Dean College of Nursing

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP

N/A

10. PREVIOUS APPROP ACT

NA

11. SALARY AUTHORIZED

29,165

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Dean College of Nursing

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice President for Academic Affairs

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

Computer, printer, laptop, projector, calculator

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive /
Supervisors
Non-Supervisors
Staff

☒
☐
☒
☒

☐
☐
☒
☒

General Public
Other Agencies
Others (Please Specify):

☐
☐

☐
☐

admin offices

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