

REPUBLIC OF THE PHILIPPINES POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 s. 2017)			1. POSITION TITLE (as authorized by DBM) Instructor 1		
2. ITEM NO.: VISCA-INST-1-15-2013			3. SALARY GRADE : 12		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
☐ provincial ☒ city ☐ municipality		☐ 1 st class ☐ 2 nd class ☐ 3 rd class ☐ 4 th class		☐ 5 th class ☐ 6 th class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE COLLEGE OF EDUCATION		
7. DEPARTMENT/BRANCH/DIVISION VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL			8. WORKSTATION/PLACE OF WORK VSU , BAYBAY CITY		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				259,512.41	
				ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR PRINCIPAL			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN		
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					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive/Managerial		()	()	General Public	
Supervisors		()	()	Other Agencies	
Non Supervisors		()	()	Others (Please specify:	
Staff		()	()	Admin Offices	
18. WORKING CONDITION					
Office Work		(x)		Other/s (Please Specify)	
Field Work		(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 and extension functions of the department.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
Masteral degree in the needed field of specialization		None required		None required	
				21d. Eligibility	
				None required	
21e. CORE COMPETENCIES					Competen cy 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					1

Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		
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
		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
75	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	
	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	
	f. Makes himself available for consultation by his/her students during scheduled consultation hours	
	2. Performs research and/or extension functions, among others the following:	
	a. Prepares research/extension proposals	
	b. Implements duly approved research/extension projects within approved time frame	
	c. Prepares and prepares reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
	e. Submits output for possible publication/patenting	
5	3. Performs administrative functions (if applicable)	
10	4. 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	
	b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	
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.		
GERALD M. RIVERA – December 4, 2017 Employee's Name, Date and Signature		ROSARIO P. ABELA – December 4, 2017 Supervisor's Name, Date and Signature