Republic of the Philippines				1. POSITION TITLE (as authorized by DBM)				
POSITION DESCRIPTION FORM				INSTRUCTOR I				
DBM-CSC Form No. 1								
(Revised Version No. 1,				AASTA CITATORIA				
2. ITEM NO .: VISCA-INST1-67-2014				3. SALARY GRADE : G-12				
4. FOR LOCAL GOVERN	IMENT PO	SITION, EN	UMERATE GOVERNME	NT UNIT AND CLASS				
() provincial Artity () municipality	() 1st class () 2nd class () 3rd class () 4th class () 4th class							
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT				6. BUREAU OR OFFICE				
VISAYAS STATE UNIVERSITY								
7. DEPARTMENT/BRANCH/DIVISION				8. WORKSTATION/PLACE OF WORK				
Head, DBS				VSU, Baybay				
9. PRES, APPROP ACT		1. PRI	EV. APPROP ACT			12. OTH	12. OTHER	
			17 256,444.N	ACA PERA				
13. POSITION TITLE OF IMMEDIATE SUPERVISOR				14. POSITION TITLE OF NEXT HIGHER SUPERVISOR				
Head, DBS				Dean, College of Arts and Sciences				
15. POSITION TITLE AN								
(if more than sev	en (7) list	only by the	ir item numbers and title	es) None				
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK								
Laboratory equipments, computer, printer, laptop, projector, calculator								
17. CONTACTS/CLIENTS/STAKEHOLDERS								
17a. Internal	Occasio	nal	Frequent	17b. External	Occas	ional	Frequent	
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x)		(x) (x) ()	General Public Other Agencies Others (Please specify: Admin Offfices		( ) (x) ( )	(x) (x)	
18. WORKING CONDITION	ON				-			
Office Work Field Work			(x)	Other/s (Please Speciy)				
19. BRIEF DESCRIPTION	N OF THE	GENERAL	FUNCTION OF THE UNI	T OR SECTION				
	Implemen	s the appro	ved degree program and o	do research, extension and pr	oduction	functions.		
20. BRIEF DESCRIPTION	OF THE	GENERAL I	FUNCTION OF THE POS	ITION (Job Summary)				
		earch and	extension functions of th	ne department.				
21. QUALIFICATON STA	NDARDS							
21a. Education		21b. Experience		21c. Training		21d. Eligibility		
MS Degree relevant to the job		None required		None required		None required		

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21e. CC	Competency Level	
1.	Exemplifying Integrity  Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2.	1	
3.	requirements of customers.  Solving Problems and Making Decisions  Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and	1
	whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	The second secon
If. FU	Competency Leve	
1.	Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.  Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information &	1
	1	
3.	1	
₩.	Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
1g. TE	Competency Leve	
		1
	ATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
2a. 1	<ul> <li>Teaches assigned subject and performs other teaching related functions, among others the following;</li> <li>a) Prepare teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes)</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final Examination.</li> </ul>	1
2b. 2.	Member in different committees.	1
22c. 3.	1	
2d. 4.	Perform other functions assigned by the Department Head.	1
3. AC	KNOWLEDGMENT AND ACCEPTANCE	
1 ha	KNOWLEDGMENT AND ACCEPTANCE  ave received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the haviour/conduct expectations contained herein.	performance and