

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 III		
2. ITEM NUMBER			3. SALARY GRADE		
VISAB-INA3-21-2024			14		
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			6. BUREAU OR OFFICE		
STATE UNIVERSITY AND COLLEGES			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Department of Business and Management			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		33,843	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, DBM			Dean, College of Mangement and Economics		
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	
Executive / Supervisors		☒	☐	General Public	
Non-Supervisors		☐	☐	Other Agencies	
Staff		☒	☒	Others (Please Specify): admin offices	
18. WORKING CONDITION					
Office Work		☒	☐	Other/s (Please Specify)	
Field Work		☐	☐		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
To conduct instruction, research and extension					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
To conduct instruction, research and extension					
21. QUALIFICATION STANDARDS					
21a. Education		21b. Experience		21c. Training	
MASTER OF MANAGEMENT Major Business Management		NONE REQUIRED		NONE REQUIRED	
21e. Core Competencies		21d. Eligibility			
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		LEPT			
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		Competency Level			
		2			
		2			

3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	2
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.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	1
21f. Functional Competencies	Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.	2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.	2
21g. Technical Competencies	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>
80%	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
10%	2. Member in different committees.
5%	3. Participate in the co-curricular activities.
5%	4. Perform other functions assigned by the Department Head.
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.	
<u>ANTHONY P. LAMBERT</u> Employee's Name, Date and Signature	<u>DR. MARK C. RATILLA</u> Supervisor's Name, Date and Signature