Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			POSITION TITLE (as approved by authorized agency) with parenthetical title		
			Instructor I		
2. ITEM NUMBER		2	3. SALARY GRADE		
		rah ya sebali	Selection of the second	SG12	
4. FOR LOCAL GOVERNME	ENT POSITION, ENU	JMERATE (	GOVERNMENTAL UNIT AND C	LASS	
☐ Province ☑ City ☐ Municipality	CONTRACTOR STATE	☐ 2nd☐ 3rd☐ 4th	t Class d Class d Class n Class	☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPOR LOCAL GOVERNMENT	ATION OR AGENCY	Y1	6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			OFFICE OF THE PRESIDENT		
7. DEPARTMENT / BRANCH	1 / DIVISION		8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT 1	10. PREVIOUS APPRI	OP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
	State make our	diament o directio	22,938	ACA/PERA P2,000.00	
13. POSITION TITLE OF IM	MEDIATE SUPERVIS	SOR	14. POSITION TITLE OF NE	EXT HIGHER SUPERVISOR	
Head, DCST		Dean, COLLEGE OF ENGINEERING AND TECHNOLOGY			
15. POSITION TITLE, AND I					
DOOLT		n (7) list oni	ly by their item numbers and title	30.501()	
	TON TITLE	Branska aktic	Menagrupay Yoga & Villou (1221) idlin	NUMBER	
			ARLY IN PERFORMANCE OF I		
TOWN THE PROPERTY OF THE PROPE		MPUTER, I	PRINTER, CAMERA, LCD PRO	JECTOR	
17. CONTACTS / CLIENTS /	Occasional Occasional	Frequent	17b. External	L Occasional   Fraguent	
Executive / Managerial	Occasional	rrequent	General Public	Occasional Frequent	
Supervisors			Other Agencies		
Non-Supervisors			Others (Please Specify):	College Instructor	
Staff	▼ afthree				
18. WORKING CONDITION Office Work	- I		Otheria (Diegos Specify)		
Field Work			Other/s (Please Specify)		
19. BRIEF DESCRIPTION O	F THE GENERAL FU	JNCTION O	F THE UNIT OR SECTION		
Provides instructions, res					
20. BRIEF DESCRIPTION OF	F THE GENERAL FL	JNCTION O	F THE POSITION (Job Summa	ary)	
To conduct instruction, res		services to	the university.		
21. QUALIFICATION STAND					
21a. Education  Relevant Masteral degree	21b. Experie		21c. Training	21d. Eligibility	
21e. Core Competencie		KED	NONE REQUIRED	NONE REQUIRED	
1. Exemplifying Integrity and Profess	sionalism - demonstrates h	nigh standards	of professional behaviour, adhering to	Competency Level	
ethical as well as moral principles, values, and standards of public office  2. Delivering Service Excellence - Complies with VSU's established standards of			ds of service delivery for customer	2	
satisfaction  3. Communication Savy - Effectively delivers messages that simply focus on facts or information;					
				2	
<ol><li>Interpersonal relationship management - Effectively communicates and intelligents, and work well in a team to achieve results</li></ol>			neracis with coneagues, customers and	2	

haviour and style appropriatel		2 .
Gender-responsive managem elated problems nd issues	ent - Promotes gender equality and women empowerment to address gender-	0 to 1 1 2 7 4
21f. Functional Com	petencies	Competency Level
earning delivery modes to enhan	STATE OF THE PARTY	2
course syllabi to adapt to the cha		2
experiences that utilize innovative	ials Development - Designs and creates learning lessons, teaching-learning retechnologies in various learning environment revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	2
		2
echnologies for the betterment of and conducts studies to answer lives of mankind.	ifies issues and potentials for further studies and generation of new knowledge and of mankind, mother earth and the universe and conceptualizes proposals for funding questions sought to be answered or maximizes technologies needed to improve the	2
<ol> <li>Extension Management - Iden implementation of target beneficitieffective transfer mechanisms ar</li> </ol>	tifies new knowledge and matured technologies due for adoption and aries and conceptualizes programs, activities and projects and implements and strategies	2
22. STATEMENT OF DUT	TIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	Teaches assigned subjects and performs other teaching related functions, among others, the following:     Prepares and revised teaching materials/guides and submit to department head	2
	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	
10%	Performs research and/or extension functions, among others the following:     a. Prepares research/extension proposals     b. Implements duly approved research/extension projects within time frame     c. Prepares and prepares reports within the prescribed period	2
	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	
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	2

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.

JOSHUA MHEL BONCALON Employee's Name, Date and Signature WINSTON M. TABADA Supervisor's Name, Date and Signature