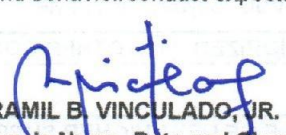



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Instructor 1			
2. ITEM NUMBER		3. SALARY GRADE			
VISCAB-INST1-63-2016		SG - 12			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality <input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
Visayas State University					
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Department of Civil Engineering		VSU, Baybay City, Leyte			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Head, Department of Civil Engineering		Dean, College of Engineering			
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			
N/A		N/A			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Desktop Computer, printer, laptop, LED Projector, Handheld calculator					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify):	
Field Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Instruction</u>	
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	
Relevant Masteral degree		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 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information. 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 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. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues					Competency Level 2

21f. Leadership Competencies		Competency Level
1. Facilitating Learner Centred Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning. 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape. 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	1. Teaches assigned subjects and performs other teaching	2
10%	2. Performs research and/or extension functions	
5%	3. Performs administrative functions (if applicable)	
5%	4. Performs other functions assigned by supervisor	
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  RAMIL B. VINCULADO, JR. Employee's Name, Date and Signature </div> <div style="text-align: center;">  EPIFANIA G. LORETO Supervisor's Name, Date and Signature </div> </div>		