## 1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title **POSITION DESCRIPTION FORM DBM-CSC Form No. 1 INSTRUCTOR 1** (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE **SG12** 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province 1st Class 5th Class City 2nd Class 6th Class **Municipality** 3rd Class Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE **LOCAL GOVERNMENT** VISAYAS STATE UNIVERSITY COLLEGE OF ARTS AND SCIENCES 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK Department of Pure and Applied Chemistry VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Head, DoPAC Dean, College of Arts and Sciences 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, analytical balance, freeze dryer, digester, instruments in instrument room 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / 4 General Public Supervisors Other Agencies 7 Non-Supervisors Others (Please Specify): admin offices Staff 1 18. WORKING CONDITION Office Work J Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

TO PROVIDE INSTRUCTION, RESEARCH AND EXTENSION

Field Work

## 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

TO TEACH, CONDUCT RESEARCH AND ACADEMIC FUNCTIONS

21a. Education Relevant Masteral degree	21b. Experience	24 a Training	21d. Eligibility
		21c. Training  NONE REQUIRED	NONE REQUIRED
	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
21e. Core Comp			Competency Level
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			2
Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
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 C	ompetencies		Competency Level
. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching- earning 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. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to			2
improve the lives of mankind.  5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research			2
21g. Technical Competencies			
	omnetencies	(3.00% 2000 to 1.00% 2000 to 1.00%)	Competency Level
	The state of the s		Competency Level
PROVIDES SUPPO	ORT AND TECHNICAL SERVICES FOR STAFF	OR CHEMISTRY FACULTY AND	Competency Level
	ORT AND TECHNICAL SERVICES F		
2. STATEMENT OF Percentage of Workin	ORT AND TECHNICAL SERVICES FOR STAFF  FOUTIES AND RESPONSIBILITIES		2
2. STATEMENT OF	ORT AND TECHNICAL SERVICES FOR STAFF  FOUTIES AND RESPONSIBILITIES (State the duties and	(Technical Competencies) It responsibilities here:) Inching related functions, among others, the following: and submit to department head Indiguzes) Interest after examination It Registrar through the department	2
2. STATEMENT OF Percentage of Workin Time	DRT AND TECHNICAL SERVICES FOR STAFF  DUTIES AND RESPONSIBILITIES of (State the duties and (State the duties and (State the duties and performs other teal). Prepares and revised teaching materials/guides also be to be prepares and gives examinations (mid/final/long/c. Checks test papers and returns to students one will declare the state of the first particular to the period to the first particular to the period to the first particular to the state of the first particular to the period to to the perio	(Technical Competencies) It responsibilities here:) It responsibilities here: It responsibilities here:) It responsibilities here: It respons	2 Competency Level
22. STATEMENT OF Percentage of Workin Time	DRT AND TECHNICAL SERVICES FOR STAFF  DUTIES AND RESPONSIBILITIES of (State the duties and (State the duties and (State the duties and a. Prepares and revised teaching materials/guides a. Prepares and gives examinations (mid/final/long/c. Checks test papers and returns to students one will describe the state of the	(Technical Competencies) I responsibilities here:) Inching related functions, among others, the following: and submit to department head I quizzes) I neek after examination I the Registrar through the department I hin two weeks after final examination I restudents during scheduled consultation hours I among others the following: I need period I need period I need period I need period erences/fora of legitimate professional organizations	2 Competency Level
2. STATEMENT OF Percentage of Workin Time 80%	DRT AND TECHNICAL SERVICES FOR STAFF  DUTIES AND RESPONSIBILITIES (State the duties and (State the duties and (State the duties and performs other teal). Prepares and revised teaching materials/quides a b. Prepares and gives examinations (mid/final/long/c. Checks test papers and returns to students one will describe the submits grade sheets within prescribed period to e. Turns over class records to department heads with f. Makes himself available for consultation by his/her.  2. Performs research and/or extension functions, a a. Prepares research/extension proposals b. Implements duly approved research/extension proc. Prepares and prepares reports within the prescribed. Presents research/extension outputs during confidence in the confidence of the confidence	(Technical Competencies) I responsibilities here:) Inching related functions, among others, the following: and submit to department head I quizzes) I neek after examination I the Registrar through the department I hin two weeks after final examination I restudents during scheduled consultation hours I among others the following: I need period I need period I need period I need period erences/fora of legitimate professional organizations	2 Competency Level
22. STATEMENT OF Percentage of Workin Time  80%	DRT AND TECHNICAL SERVICES FOR STAFF  DUTIES AND RESPONSIBILITIES  (State the duties and  I. Teaches assigned subjects and performs other tea  a. Prepares and revised teaching materials/guides a  b. Prepares and gives examinations (mid/final/long/  c. Checks test papers and returns to students one w  d. Submits grade sheets within prescribed period to  e. Turns over class records to department heads with  f. Makes himself available for consultation by his/her  2. Performs research and/or extension functions, a  a. Prepares research/extension proposals  b. Implements duly approved research/extension pro  c. Prepares and prepares reports within the prescri  d. Presents research/extension outputs during conf  e. Submits output for possible publication/petenting  3. Performs administrative functions (if applicable)  4. Performs other functions, among others:	(Technical Competencies) I responsibilities here:) Inching related functions, among others, the following: and submit to department head I quizzes) I neek after examination I the Registrar through the department I hin two weeks after final examination I restudents during scheduled consultation hours I among others the following: I need period I need period I need period I need period erences/fora of legitimate professional organizations	2 Competency Level 2

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.

JACOB

01 01 2021 Employee's Name, Date and Signature

GVENN F. JANSALIN 01/01/202 Supervisor's Name, Date and Signature