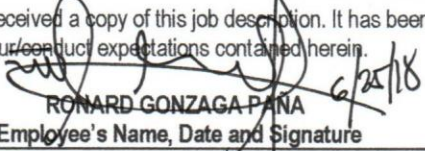
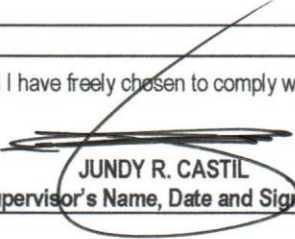


| | | | |
|--|--|---|--|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, | | 1. POSITION TITLE (as authorized by DBM) INSTRUCTOR I | |
| 2. ITEM NO.: VisCAM-INST1-23-2012 | | 3. SALARY GRADE : SG-12 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS | | | |
| <input type="checkbox"/> provincial <input type="checkbox"/> city <input checked="" type="checkbox"/> municipality | | <input checked="" type="checkbox"/> 1 st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT | | 6. BUREAU OR OFFICE | |
| VISAYAS STATE UNIVERSITY | | VSU | |
| 7. DEPARTMENT/BRANCH/DIVISION | | 8. WORKSTATION/PLACE OF WORK | |
| COE/DEPARTMENT OF MECHANICAL ENGINEERING | | VSU , Baybay | |
| 9. PRES, APPROP ACT | 10. PREV. APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER |
| | | P258,444.00 | ACA PERA |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | |
| JUNDY R. CASTIL Head, Department of Mechanical Engineering | | ROBERTO C. GUARTE 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) None | | | |
| 16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK | | | |
| Books, Computer, Printer, Projector, Ballpen, Microphone, and other related materials and equipment | | | |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS | | | |
| 17a. Internal | Occasional | Frequent | 17b. External |
| Executive/Managerial | (x) | () | General Public |
| Supervisors | () | () | Other Agencies |
| Non Supervisors | (x) | (x) | Others (Please specify: |
| Staff | (x) | (x) | Admin Offices |
| 18. WORKING CONDITION | | | |
| Office Work | (x) | Other/s (Please Speciy) | |
| Field Work | () | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | |
| To provide instruction, research & extension services. | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | |
| Instruction | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| 21a.1. Elementary DOROL ELEMENTARY SCHOOL, 1999 – 2005 | 21b.1. Instructor I VISAYAS STATE UNIVERSITY, 08/22/2016 – PRESENT | 21c.1. HVAC, Refrigeration Design, Cooling Treatment Seminar, Mandaue City, Cebu, 01/28/2017 | 21d.1. Registered Mechanical Engineer, 90.95%, 0084923, October 2014 |
| 21a.2. Secondary | 21b.2. Design Engineer I | 21c.2. Gorlov Helical Marine | |

| | | | |
|---|---|--|-------------------------|
| DR. CECILIO PUTONG NATIONAL HIGH SCHOOL, 2005 – 2009 21A.3. College BOHOL ISLAND STATE UNIVERSITY – MAIN CAMPUS, 2009 – 2014 | TSUNEISHI TECHNICAL SERVICES (PHILS), INC., 12/02/2014 – 08/19/2016 | Turbine for Renewable Energy Production Seminar, Manila, 10/21/2016 21c.3. Grease Plant Workplace Ventilation Engineering and Management Problems in Critical Systems Operations Conceptual Analysis: Basis of Re-Design and Development of Ventilation System HVAC, Manila, 10/20/2016 21c.4. Design and Development of the Shell of a Solar Powered Car Using Computed Aided Design and Computational Fluid Dynamics, Manila, 10/20/2016 21c.5. Research, Development and Extension In-House Review and Planning Workshop, VSU, 09/03/2016 21c.6.NUPAS CADmatics Training, Tsuneishi Technical Services (Phils), Inc., Tsuneishi Technical Services (Phils), Inc., 06/28/2016 | |
| 21e. CORE COMPETENCIES | | | Competency Level |
| 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules | | | 1 |
| 2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. | | | 1 |
| 3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | | | 1 |
| 21f. FUNCTIONAL COMPETENCIES | | | Competency Level |
| 1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline. | | | 1 |
| 2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials | | | 1 |
| 3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work | | | 1 |
| 4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation. | | | 1 |
| 21g. TECHNICAL COMPETENCIES | | | Competency Level |
| | | | |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| 22a. 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) | | | |

| | |
|--|--|
| c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final Examination. | 1 |
| 22b. 2. Member in different committees. | 1 |
| 22c. 3. Participate in the co-curricular activities. | 1 |
| 22d. 4. Perform other functions assigned by the Department Head. | 1 |
| 23. ACKNOWLEDGMENT AND ACCEPTANCE | |
| I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein. | |
|  RONARD GONZAGA PANA Employee's Name, Date and Signature |  JUNDY R. CASTIL Supervisor's Name, Date and Signature |