
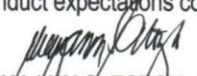



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|  REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM | | 1. POSITION TITLE (as authorized by DBM) INSTRUCTOR I | |
| 2. ITEM NO.: <u>WSCAD-INST-51-2012</u> | | 3. SALARY GRADE : 12 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS | | | |
| <input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality | | <input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY | | 6. BUREAU OR OFFICE VSU , Baybay City, Leyte | |
| 7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF STATISTICS | | 8. WORKSTATION/PLACE OF WORK VSU , Baybay City, Leyte | |
| 9. PRES, APPROP ACT | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED <u>P 256,640.00</u> | 12. OTHER ACA PERA |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Department of Statistics | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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) None | | | |
| 16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, laptop, projector, calculator, books, teaching manuals, whiteboard and whiteboard pen, chalkboard, eraser | | | |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS | | | |
| 17a. Internal | Occasional | Frequent | 17b. External |
| Executive/Managerial Supervisors <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | General Public <input type="checkbox"/> |
| Non Supervisors <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other Agencies <input checked="" type="checkbox"/> |
| Staff <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Please specify: <input checked="" type="checkbox"/> |
| 18. WORKING CONDITION | | | |
| Office Work <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) Classroom/Computer Room | |
| Field Work <input type="checkbox"/> | <input type="checkbox"/> | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements the BSS program and do research, extension and production functions | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Performs instruction, research and extension functions of the department. | | | |
| 21. QUALIFICATON STANDARDS | | | |
| 21a. Education MS Statistics | 21b. Experience None required | 21c. Training None required | 21d. Eligibility None required |
| 21e. CORE COMPETENCIES | | | Competen cy 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 | | | 1 |

| | | |
|---|---|---|
| Provides timely solutions to problems and decision dilemmas that have clear cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. | | |
| 21f. FUNCTIONAL COMPETENCIES | | Competen cy 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 |
| | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level |
| Percent of Working Time | DUTIES | |
| 85% | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following: | |
| | a. Prepares and revises 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 | |
| | e. Turns over class records to College Dean within two weeks after final examination | |
| | f. Makes himself available for consultation by his/her students during scheduled consultation hours | |
| 10% | 2. Performs research and/or extension functions, among others the following: | |
| | a. Prepares research/extension proposals | |
| | b. Implements duly approved research/extension projects within approved time frame | |
| | c. Prepares and submits reports within the prescribed period | |
| | d. Presents research/extension outputs during conferences/fora of legitimate professional organizations | |
| | e. Submits output for possible publication/patenting | |
| 5% | 3. 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 College Dean, Vice Presidents, and the University President | |
| 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. | | |
|  MAY ANN S. ESTOY, 6/30/2017 Employee's Name, Date and Signature | |  NORBERTO E. MILLA, 6/30/2017 Supervisor's Name, Date and Signature |