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.: VISCAD - INST I - 14 - 2013	3. SALARY GRADE: 12

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

( ) provincial	( ) 1st class	( ) 5th class
( ) city	( ) 2nd class	( ) 6th class
( ) municipality	( ) 3rd class	( ) Special
	( ) 4th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	6. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	VSUCHS - COLLEGE OF EDUCATION
7. DEPARTMENT/BRANCH/DIVISION	8. WORKSTATION/PLACE OF WORK
VSUCHS	VSU, Baybay

9. PRES. APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		22,199 mo.	ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
PRINCIPAL	DEAN

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

CALCULATOR, GRAPHING BOARD

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	( )	General Public	( )	(x)
Supervisors	( )	( )	Other Agencies	(x)	( )
Non Supervisors	(x)	(x)	Others (Please specify: Admin Offices	( )	(x)
Staff	(x)	(x)			

18. WORKING CONDITION

Office Work	(x)	Others (Please Specify)
Field Work	( )	

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

LABORATORY OF THE COLLEGE OF EDUCATION

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

TEACHES AND ADVICES JUNIOR HIGH SCHOOL STUDENTS

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
MED MATH	INSTRUCTOR		

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
Percentage of Working Time	*(State the duties and responsibilities here)*	
	1. **Teaches assigned subject and performs other teaching related functions, among others the following;**	
	a. **Prepare teaching materials/guides and submit to department head.**	1
	b. **Conducts examination (mid/final/long hours/quizzes)**	1
	c. **Checks test papers and return 1 week after exam.**	1
	d. **Submits grade sheet and turn over class records to department head two weeks after final examination.**	1
	2. **Member in different committees.**	1
	3. **Participate in the co-curricular activities**	1
	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.

VEO A. MAMON, 9/14/17
Employee's Name, Date and Signature

ROSARIO P. ABELA, Ed.D
Supervisor's Name, Date and Signature