

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 I	
2. ITEM NUMBER		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	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
VSU INTEGRATED HIGH SCHOOL		VSU , BAYBAY CITY, LEYTE	
9. PRESENT, APPROP ACT	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	
PRINCIPAL		DEAN, COLLEGE OF EDUCATION	
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			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	(/)	()	General Public
Non Supervisors	()	()	Other Agencies
Staff	(/)	(/)	Others (Please specify: Admin Offices
	(/)	(/)	
18. WORKING CONDITION			
Office Work	(/)	Other/s (Please Speciy)	
Field Work	()		
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)			
INSTRUCTION			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
MASTER OF MANAGEMENT Major Business Management	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
21e. CORE COMPETENCIES			Competency Level

