Republic of the Philippines POSITION DESCRIPTION FORM					POSITION TITLE (as approved by authorized agency) with parenthetical title				
DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)				INSTRUCTOR I					
2. ITEM NUMBER				3.	SALARY GRAD	E			
						1	2		
4. FOR LOCAL GOVERN	IMENT PO	SITION, ENU	MERATE GOVERNM	ENT UNIT	AND CLASS				
() provincial (/) city () municipality	Same Property and Company		() 1st class () 2nd class () 3rd class () 4th class		() 5 <sup>th</sup> clas () 6 <sup>th</sup> clas () Special	SS	S speed - Mark I		
5. DEPARTMENT, CORPOR	RATION OR	AGENCY/LOC	CAL GOVERNMENT	6.	BUREAU OR O	FFICE			
VISAYAS STATE UNIVERSITY					VISAYAS STATE UNIVERSITY				
7. DEPARTMENT/BRAN				8. WORKSTATION/PLACE OF WORK					
		D HIGH SCH		44.0			Y CITY, LE		
9. PRESENT, APPROP A	ICI .	10. PRE	/IOUS. APPROP ACT	11. 5	ALARY AUTHORIZE	ED		ER COMPENSATION	
13 POSITION TITLE OF	IMMEDIAT	F SUPERVIS	SOR	14 PC	OSITION TITLE OF N	NEXT HIG		N P2,000.00 FRVISOR	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR PRINCIPAL				14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  DEAN, COLLEGE OF EDUCATION					
15. POSITION TITLE AN			ECTI V SUBEDVISED		DEAN,	JULLEGI	OF EDUC	ATION	
			item numbers and ti		1 <b>e</b>				
	( )			1			<del></del>		
16 MACHINE, EQUIPME	NT, TOOL	S ETC., USE	D REGULARLY IN PE	RFORMA	NCE OF WORK				
17. CONTACTS/CLIENT	S/STAKE	IOLDERS					3.4		
17a. Internal	Occasio	nal	Frequent	17b. E	external	Occas	ional	Frequent	
Executive/Managerial Supervisors Non Supervisors Staff	(/) () (/)		( ) ( ) ( )	Other	ral Public Agencies s (Please specify: Admin Offfices		( ) ( /) ( )	( <i>I</i> ) ( <i>I</i> )	
18. WORKING CONDITI	ON			199	SHE PARK				
Office Work Field Work			(/) ( )	Other	/s (Please Speciy)				
19. BRIEF DESCRIPTIO	N OF THE	GENERAL F	UNCTION OF THE UN	NIT OR SE	CTION				
TO CONDUCT	INSTRUC	TION, RESEA	ARCH, AND EXTENSI	ON					
20. BRIEF DESCRIPTION	OF THE	GENERAL FU	UNCTION OF THE PO	SITION (J	lob Summary)				
INSTRUCTION									
21. QUALIFICATON STA	NDARDS			1					
21a. Education		21b. Exper	ience	21c. 1	<b>Fraining</b>		21d. Elig	gibility	
MASTER OF MANAGEM Major Busines Management		NON	E REQUIRED	NONE REQUIRED NONE REQUIRED		ONE REQUIRED			
21e. CORE COMPETEN	CIES							Competency Level	

4 Francistica Interior		
	Professionalism - demonstrates high standards of professional behaviour, adhering to ples, values, and standards of public office	2
Delivering Service Excellen satisfaction	ce - Complies with VSU's established standards of service delivery for customer	2
3. Communication Savy - Effe	ectively delivers messages that simply focus on facts or information;	2
Interpersonal relationship r clients, and work well in a teal	management - Effectively communicates and interacts with colleagues, customers and m to achieve results	2
Change Adaptation - Work and style appropriately in deal	s effectively with a variety of people and situations and adapts one's thinking, behaviour ling with change.	2
problems and issues	ement - Promotes gender equality and women empowerment to address gender-related	1
21f. FUNCTIONAL COMPETE		Competency Level
Facilitating Learner Centered delivery modes to enhance learners	ed Environment Applies theories and psychologies to facilitate various teaching-learning arning.	2
Innovative Learning Strategorers course syllabi to adapt to the	2	
	terials Development - Designs and creates learning lessons, teaching-learning ative technologies in various learning environment.	2
4. Filipino Values Restoration-	- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	2
I .		2
5. Publication Writing - Develo	ops and produces scientific article for peer-reviewed journals by utilizing research outputs.	2
5. Publication Writing - Develo		
21g. TECHNICAL COMPETEN	CIES	2 Competency Level
21g. TECHNICAL COMPETEN		2
21g. TECHNICAL COMPETEN 22. STATEMENT OF DUTIES	CIES  AND RESPONSIBILITIES (Technical Competencies)	2 Competency Level
21g. TECHNICAL COMPETEN  22. STATEMENT OF DUTIES  Percentage of Working Time	AND RESPONSIBILITIES (Technical Competencies)  (State the duties and responsibilities here:)  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	Competency Level Competency Level
21g. TECHNICAL COMPETEN  22. STATEMENT OF DUTIES  Percentage of Working  Time  80%	AND RESPONSIBILITIES (Technical Competencies)  (State the duties and responsibilities here:)  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.	Competency Level  Competency Level
21g. TECHNICAL COMPETENT  22. STATEMENT OF DUTIES  Percentage of Working Time 80%	AND RESPONSIBILITIES (Technical Competencies)  (State the duties and responsibilities here:)  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.  Member in different committees.	Competency Level  2  2

behaviour/conduct expectations contained herein.

ANTHONY P. LAMBERT 08/01/2021 Employee's Name, Date and Signature DR. SHALOM GRACE C. SUGANO 08/01/2021 Supervisor's Name, Date and Signature