

|  |                                     |   |  |
|--|-------------------------------------|---|--|
| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017)  |                                     | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br><b>INSTRUCTOR I</b> |  |
| <b>2. ITEM NUMBER</b>  |                                     | <b>3. SALARY GRADE</b>  |  |
| VISCAB-INST1-39-2015   |                                     | 12  |  |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>   |                                     |   |  |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special |                                     |   |  |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  |                                     | <b>6. BUREAU OR OFFICE</b>  |  |
| VISAYAS STATE UNIVERSITY   |                                     | OFFICE OF THE PRESIDENT   |  |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b>   |                                     | <b>8. WORKSTATION / PLACE OF WORK</b>   |  |
| Department of Geodetic Engineering   |                                     | VSU, BAYBAY CITY, LEYTE   |  |
| <b>9. PRESENT APPROP</b>   | <b>10. PREVIOUS APPROP ACT</b>      | <b>11. SALARY AUTHORIZED</b>  | <b>12. OTHER COMPENSATION</b>          |
|  |                                     |   | ACA/PERA P2,000.00                     |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  |                                     | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>   |  |
| Head, DGE  |                                     | Dean, College of Engineering  |  |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>   |                                     |   |  |
| <i>(if more than seven (7) list only by their item numbers and titles)</i>   |                                     |   |  |
| POSITION TITLE   |                                     | ITEM NUMBER   |  |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  |                                     |   |  |
| Books, Desktop Computer, Laptop, Chalk, Handouts, Calculator, Projector, Whiteboard, Whiteboard Marker   |                                     |   |  |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>   |                                     |   |  |
| <b>17a. Internal</b>   | <b>Occasional</b>                   | <b>Frequent</b>   | <b>17b. External</b>                   |
| Executive / Supervisors  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | General Public                         |
| Non-Supervisors  | <input type="checkbox"/>            | <input type="checkbox"/>  | Other Agencies                         |
| Staff  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>   | Others (Please Specify): admin offices |
| <b>18. WORKING CONDITION</b>   |                                     |   |  |
| Office Work  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | Other/s (Please Specify)               |
| Field Work   | <input type="checkbox"/>            | <input type="checkbox"/>  |  |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  |                                     |   |  |
| To conduct instruction, research and extension   |                                     |   |  |




| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  |   |               |                            |
|--|---|---------------|----------------------------|
| To conduct instruction, research and extension   |   |               |                            |
| 21. QUALIFICATION STANDARDS  |   |               |                            |
| 21a. Education   | 21b. Experience   | 21c. Training | 21d. Eligibility           |
| MS Geomatics Engineering (Candidate)   | Teaching, Professional Services (Geodetic Engineer)   | NONE REQUIRED | Geodetic Engineer, RA 1080 |
| 21e. Core Competencies   |   |               | Competency Level           |
| 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office |   |               | 1                          |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction   |   |               | 1                          |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information;   |   |               | 1                          |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results                           |   |               | 1                          |
| 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.                          |   |               | 1                          |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems  |   |               | 1                          |
| 21f. Functional Competencies   |   |               | Competency Level           |
| 1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.                                     |   |               | 1                          |
| 2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.              |   |               | 1                          |
| 3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.  |   |               | 1                          |
| 4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.  |   |               | 1                          |
| 5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.  |   |               | 2                          |
| 21g. Technical Competencies  |   |               | Competency Level           |
| Surveying, GIS   |   |               | 1                          |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  |   |               | Competency Level           |
| Percentage of Working Time   | (State the duties and responsibilities here:)   |               |                            |
| 80%  | 1. Teaches assigned subjects and performs other teaching related functions, among others, the following:<br>a. Prepares and revised teaching materials/guides and submit to department head<br>b. Prepares and gives examinations (mid/final/long/quizzes)<br>c. Checks test papers and returns to students one week after examination<br>d. Submits grade sheets within prescribed period to the Registrar through the department<br>2. Performs research and/or extension functions, among others the following:<br>a. Prepares research/extension proposals<br>b. Implements duly approved research/extension projects within time frame | 1             |                            |
| 10%  | c. Prepares and prepares reports within the prescribed period<br>d. Presents research/extension outputs during conferences/fora of legitimate professional organizations<br>e. Submits output for possible publication/patenting  | 2             |                            |
| 5%   | 3. Performs administrative functions (if applicable)  | 2             |                            |

|    |   |   |
|----|---|---|
| 5% | <p>4. Performs other functions, among others:</p> <p>a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions</p> <p>b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President</p> | 1 |
|----|---|---|

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

  
 09/10/19  
**MARTIN JAN E. MERCURIO**  
 Employee's Name, Date and Signature

  
**DIANA CHRISTA G. MILLOZA**  
 Supervisor's Name, Date and Signature