



**REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM**

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR I

2. ITEM NO.: VISCAP-INT-67-2016

3. SALARY GRADE : G-12

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

☐ provincial	☐ 1 st class	☐ 5 th class
☒ city	☐ 2 nd class	☐ 6 th class
☐ municipality	☐ 3 rd class	☐ Special
	☐ 4 th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

7. DEPARTMENT/BRANCH/DIVISION

DEPARTMENT OF BIOLOGICAL SCIENCES

8. WORKSTATION/PLACE OF WORK

VSU , Baybay

9. PRES. APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 621. 912.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, DBS

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

Laboratory equipment, computer, printer, laptop, projector, calculator

17. CONTACTS/CLIENTS/STAKEHOLDERS

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

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
Field Work	()	

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

Implements the approved degree 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. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
MS Degree relevant to the job	None required	None required	None required
21e. CORE COMPETENCIES			
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			Competen cy Level 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			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
Provides support and clerical services for faculty and staff.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level																																				
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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.				
<table> <tr> <td>Employee's Name, Date and Signature</td> <td>Supervisor's Name, Date and Signature</td> </tr> <tr> <td>HONEYLENE V. ONGY July 18, 2018</td> <td>ANALYN M. MAZO July 18, 2018</td> </tr> </table>	Employee's Name, Date and Signature	Supervisor's Name, Date and Signature	HONEYLENE V. ONGY July 18, 2018	ANALYN M. MAZO July 18, 2018
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