

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,			1. POSITION TITLE (as authorized by DBM) INSTRUCTOR		
2. ITEM NO.: VISCAB			3. SALARY GRADE :		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input 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					
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
Institute of Human Kinetics			VSU , Baybay City, Leyte		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				12. OTHER	
				ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Director, IHK			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					
Computer, printer, laptop, projector, calculator					
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:	()	(x)
Staff	(x)	(x)	Admin Offices		
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 programs 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					
BS degree in the field of specialization		none required		none required	
21e. CORE COMPETENCIES					Competency Level
1. <i>Exemplifying Integrity and Professionalism</i> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office					2
2. <i>Delivering Service Excellence</i> - Complies with VSU's established standards of service delivery for customer satisfaction					2
3. <i>Communication Savy</i> - Effectively delivers messages that simply focus on facts or information;					2
4. <i>Interpersonal relationship management</i> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results					2
5. <i>Change Adaptation</i> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.					2
6. <i>Gender-responsive management</i> - Promotes gender equality and women empowerment to address gender-related problems and issues					2

21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment		2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs		2
21g. TECHNICAL COMPETENCIES		Competency Level
Provides technical support services faculty and staff of the department.		
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
75%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours	2
15%	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5%	3. Performs administrative functions (if applicable)	2
5%	4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	2
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.		
JOVEL M. ABERNILLA Employee's Name, Date and Signature		MARY JEAN M. SAPAN Supervisor's Name, Date and Signature