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| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , | | 1. POSITION TITLE (as authorized by DBM) Instructor I | | | |
| 2. ITEM NO.: | | 3. SALARY GRADE : 12 | | | |
| 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 VISAYAS STATE UNIVERSITY | | | 6. BUREAU OR OFFICE | | |
| 7. DEPARTMENT/BRANCH/DIVISION | | | 8. WORKSTATION/PLACE OF WORK 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 Professor | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Professor / Center Director | | |
| 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, laboratory equipment, projector, etc | | | | | |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS | | | | | |
| 17a. Internal | | Occasional | | Frequent | |
| Executive/Managerial Supervisors | | (x) | | () | |
| Non Supervisors | | () | | (X) | |
| Staff | | () | | (x) | |
| | | | | | |
| 17b. External | | Occasional | | Frequent | |
| General Public | | () | | (x) | |
| Other Agencies | | (x) | | () | |
| Others (Please specify: Admin Offices | | () | | (x) | |
| 18. WORKING CONDITION | | | | | |
| Office Work | | (x) | | Other/s (Please Speciy) | |
| Field Work | | (x) | | Laboratory work (x) | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION rootcrop collection, preservation, crop improvement and crop production | | | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) prepares research proposals, implement rootcrop research projects, teaches courses in related field | | | | | |
| 21. QUALIFICATON STANDARDS | | | | | |
| 21a. Education | | 21b. Experience | | 21c. Training | |
| MS in related field | | | | 21d. Eligibility | |
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| 21e. CORE COMPETENCIES | | | Competency Level |
| 1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules | | | 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 | | | Competency 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 |
| | | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| 22a. 1. 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. | | | 1 |
| 22b. 2. Prepares rootcrop proposals. | | | 1 |
| 22c. 3. Implements rootcrop breeding programs. | | | 1 |
| 22d. 4. Act as expert / specialist in varietal extension work | | | 1 |
| 22e. 5. Do other duties that maybe assigned from time to time | | | 1 |
| 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. | | | |
| LISA I. ARCE Employee's Name, Date and Signature | | ERLINDA A. VASQUEZ Supervisor's Name, Date and Signature | |
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