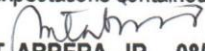



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1)		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR 1			
2. ITEM NO.: <i>VISCAB-INST1-25-2012</i>		3. SALARY GRADE : 12			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input 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 DEPARTMENT OF CIVIL ENGINEERING			8. WORKSTATION/PLACE OF WORK VSU , Baybay City, Leyte		
9. PRES, APPROP ACT		10. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				12. OTHER ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Department of Civil Engineering			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Engineering		
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, LCD projector and screen, scientific calculator, blackboard, chalk, board eraser, teaching guide, books, journals					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive/Managerial Supervisors Non Supervisors Staff		(x) (x) () ()		() () (x) (x)	
17b. External		Occasional		Frequent	
General Public Other Agencies Others (Please specify: <u>Admin Offices</u>		() (x) ()		(x) () (x)	
18. WORKING CONDITION					
Office Work Field Work		() ()		Other/s (Please Specify) <u>On Study Leave</u>	
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. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
21d. Eligibility					
BS in Civil Engineering		None required		None required	
				Licensed	

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity	1
Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	
2. Delivering Service Excellence	1
Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	
3. Solving Problems and Making Decisions	1
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.	
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
CIVIL ENGINEER	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) ON STUDY LEAVE	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.	
22b. 2. Member in different committees.	
22c. 3. Participate in the co-curricular activities.	
22d. 4. Perform other functions assigned by the Department Head.	
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.	
 MARCELO T. ABRERA, JR. 08/30/2018 Employee's Name, Date and Signature	 EPIFANIA G. LORETO Supervisor's Name, Date and Signature