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|  <b>REPUBLIC OF THE PHILIPPINES<br/>JOB DESCRIPTION FORM</b>  |                     | 1. POSITION TITLE (as authorized by DBM)   |                         |
|  |                     | INSTRUCTOR I   |                         |
| 2. ITEM NO.: <b>VISCAB-INST1-5-2016</b>  |                     | 3. SALARY GRADE : 12   |                         |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS  |                     |  |                         |
| <input type="checkbox"/> provincial<br><input checked="" type="checkbox"/> city<br><input type="checkbox"/> municipality   |                     | <input type="checkbox"/> 1 <sup>st</sup> class<br><input type="checkbox"/> 2 <sup>nd</sup> class<br><input type="checkbox"/> 3 <sup>rd</sup> class<br><input type="checkbox"/> 4 <sup>th</sup> class<br><input type="checkbox"/> 5 <sup>th</sup> class<br><input type="checkbox"/> 6 <sup>th</sup> class<br><input type="checkbox"/> Special |                         |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  |                     | 6. BUREAU OR OFFICE  |                         |
| VISAYAS STATE UNIVERSITY   |                     | Department of Pure & Applied Chemistry   |                         |
| 7. DEPARTMENT/BRANCH/DIVISION  |                     | 8. WORKSTATION/PLACE OF WORK   |                         |
| Department of Pure & Applied Chemistry   |                     | VSU , Baybay City, Leyte   |                         |
| 9. PRES, APPROP ACT  | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED  | 12. OTHER               |
|  |                     | P 22,149/mo  | ACA PERA P 2,000/mo     |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR   |                     | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR   |                         |
| Department Head  |                     | College Dean   |                         |
| 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  |                     |  |                         |
| AAS, Analytical Balance, Computer, DL Projector, UV-vis Spectrophotometer  |                     |  |                         |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS  |                     |  |                         |
| 17a. Internal  | Occasional          | Frequent   | 17b. External           |
| Executive/Managerial   | ( )                 | ( )  | General Public          |
| Supervisors  | (x)                 | ( )  | Other Agencies          |
| Non Supervisors  | (x)                 | ( )  | Others (Please specify: |
| Staff  | ( )                 | (x)  | Admin Offices           |
| 18. WORKING CONDITION  |                     |  |                         |
| Office Work  | (x)                 | Other/s (Please Specify)   |                         |
| Field Work   | (x)                 |  |                         |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION   |                     |  |                         |
| Offers courses in Chemistry, supports course-related students' activities, conducts relevant researches, and fosters community engagements.  |                     |  |                         |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  |                     |  |                         |
| Teaches Chemistry subjects, advise thesis students, as member of DoPAC-VSU committees  |                     |  |                         |
| 21. QUALIFICATON STANDARDS   |                     |  |                         |
| 21a. Education   | 21b. Experience     | 21c. Training  | 21d. Eligibility        |
| MS in Chemistry  |                     |  |                         |
| 21e. CORE COMPETENCIES   |                     |  | Competency Level        |
| 1. Exemplifying Integrity<br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules  |                     |  | 1                       |
| 2. Delivering Service Excellence<br>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<br>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                       |



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| 21f. FUNCTIONAL COMPETENCIES   |   | Competency Level   |
| 1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.   |   | 1  |
| 2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials |   | 1  |
| 3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work  |   | 1  |
| 4. <b>Championing &amp; applying innovation</b> – 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   |
| Percent of Working Time  | DUTIES  |  |
| 90%  | 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   | 1  |
|  | b. Prepares and gives examinations (mid/final/long/quizzes)   | 1  |
|  | c. Checks test papers and returns to students one week after examination  | 1  |
|  | d. Submits grade sheets within prescribed period to the Registrar through the department  | 1  |
|  | e. Turns over class records to department heads within two weeks after final examination  | 1  |
|  | f. Makes himself available for consultation by his/her students during scheduled consultation hours   | 1  |
| 5%   | 2. Performs research and/or extension functions, among others the following:  | 1  |
|  | a. Prepares research/extension proposals  | 1  |
|  | b. Implements duly approved research/extension projects within approved time frame  | 1  |
|  | c. Prepares and prepares reports within the prescribed period   | 1  |
|  | d. Presents research/extension outputs during conferences/fora of legitimate professional organizations   | 1  |
|  | e. Submits output for possible publication/patenting  | 1  |
| NA   | 3. Performs administrative functions (if applicable)  | 1  |
| 5%   | 4. Performs other functions, among others:  | 1  |
|  | a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions | 1  |
|  | b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President                                       | 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.             |   |  |
| <br>GENESIS C. ALBARICO<br>Employee's Name, Date and Signature  |   | <br>JACOB GLENN F. JANSALIN<br>Supervisor's Name, Date and Signature |