				Charles of the Party of the Par	The second secon	
Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as authorized by DBM)				
		INSTRUCTOR I				
					(Revised	Version No. 1,
2. ITEM NO.: VISCAB-INST1-25-2012		3. SALARY GRADE: 12				
4. FOR LOCAL GOVERNMENT	POSITION, ENUME	RATE GOVERNME	ENT UNIT AND CLASS	Jefferson William		
() provincial	() 1:	st class	() 5th class			
() city () municipality	() 3	nd class rd class th class	() 6th class () Special	s		
5. DEPARTMENT, CORPORATION	OR AGENCY/LOCAL	GOVERNMENT	6. BUREAU OR OF	FICE		
VISAYAS ST	ATE UNIVERSITY	1 2 7974	Or one suggest the St	W5. NO 17		
7. DEPARTMENT/BRANCH/DIV	ISION		8. WORKSTATION/PLAC	E OF WORK		
Department of Civil Engineering			VSU , Baybay City, Leyte			
9. PRES, APPROP ACT			11. SALARY AUTHORIZED 12.		. OTHER	
	*			ACA PER	A	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Head, Department of Civil Engineering		Dean, College of Engineering				
15. POSITION TITLE AND ITEM	OF THOSE DIRECT	TLY SUPERVISED	CR A CARTACT RATE			
(if more than seven (7) li	st only by their iter	n numbers and tit	les) None			
16 MACHINE, EQUIPMENT, TO	OLS ETC., USED R	EGULARLY IN PE	RFORMANCE OF WORK			
	Con	nputer, printer, lap	otop, projector, calculator	· · · · · · · · · · · · · · · · · · ·		
17. CONTACTS/CLIENTS/STAK			THE PROPERTY OF			
		annaut.	47h Eutomal	Ossasismal	Formula	
Executive/Managerial (🗸)	sional Fre	equent	17b. External General Public	Occasional	Frequent	
Supervisors ()		()	Other Agencies	(<u>)</u>	(×)	
Non Supervisors ()		(~)	Others (Please specify:	(×)	()	
Staff ()	10.7 (2)	(✓)	Admin Offfices	- 1 mm		
18. WORKING CONDITION						
Office Work Field Work		()	Other/s (Please Specify) Instruction			
19. BRIEF DESCRIPTION OF TH	HE GENERAL FUNC	CTION OF THE UN			1	
	To con	duct instruction	, research, and extension	A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
20. BRIEF DESCRIPTION OF TH	IF GENERAL FUNC	TION OF THE PO	SITION (Joh Summan)			
20.0101 0200101 1101 01 11	L OLIVETONO		uction, research, and extensi	on		
21. QUALIFICATON STANDARD	S					
21a. Education	21b. Experience	ce	21c. Training	21d. Eli	gibility	
Relevant Masteral degree	none required	ge Bades R	none required	none red	quired	
21e. CORE COMPETENCIES					Competency Leve	
1. Exemplifying Integrity and				ehaviour, adhering	2	
to ethical as well as mo				very for customer		
satisfaction						
3. Communication Savy - Effect						
4. Interpersonal relationship and clients, and work v			micates and interacts with coll	leagues, customers		
5. Change Adaptation - W	orks effectively wi	th a variety of pe	cople and situations and adap	ots one's thinking,		
behaviour and style app 6. Gender-responsive mana			w and warman	to add		
related problems and is		nes gender equality	y and women empowerment	io address gender-		

	COMPETENCIES earner Centered Environment Applies theories and psychologies to facilitate various	Competency Leve
Facilitating L	2	
teaching-lean Innovative L outcomes-base	2	
Innovative In		
learning expe	2	
Filipino Value nature.	2	
Publication W	2	
research outp	2 Competency Level	
1g. TECHNICAL C		
	port and technical services for Civil Eng'g faculty and staff.	
2. STATEMENT O	F DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percent of		
Working Time	DUTIES	
	1. Teaches assigned subjects and performs other teaching related functions,	2
80 %	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	for are
	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
	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	
10%	c. Prepares and submits reports within the prescribed period	
	d. Presents research/extension outputs during conferences/fora of	
	legitimate professional organizations	
F0/	e. Submits output for possible publication/patenting	
5%	Performs administrative functions (if applicable)	2 2
5%	4. Performs other functions, among others:	2
	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	

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.

Employee's Name, Date and Signature

E.S. Sect EPIFANIA G. LORETO

Supervisor's Name, Date and Signature