Republic of the Philippines POSITION DESCRIPTION FORM				1. POSITION TITLE (as authorized by DBM)			
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DBM-CSC Form No. 1				INSTRUCTOR I			
(Revised Version No. 1,							
2. ITEM NO.: INST1-25-2014				3. SALARY GRADE: 12			
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	earner Centered Environment - Applies theories and psychologies to facilitate various teaching-learning delivery	2
	nance learning. Parning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi	
Innovative Le to adapt to th	209 2	
Innovative In innovative techniques	2	
Administrat material and	2	
Monitoring	11 may 200 M30 S	
Research I technologies	e still aligned with the intended direction of achieving the set goals and objectives Management - Identifies issues and potentials for further studies and generation of new knowledge and for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and udies to answer questions sought to be answered or maximizes technologies needed to improve the lives of	52.1400 J. 20.1809 B. 1406 B.
	Management -Identifies new knowledge and matured technologies due for adoption and implementation of target and conceptualizes programs, activities and projects and implements effective transfer mechanisms and	PRODUMENT CORPU
21g. TECHNICA	AL COMPETENCIES	Competency Level
Provides to	echnical support services for the faculty and staff in the office/department	ANENIVEL 2 - A 150 -
22. STATEMEN	IT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percent of Working Time	REPURCE APPROPAGE TO A PORTER DE LA PORTE ED	S. PRES. APPROPAGE
	Assists in the overall ViCARP operations such as:	2
50%	 a) Plan/coordinate/facilitate in the conduct of meetings, workshops, trainings, field visits & other consortium activities 	13. POSITION TITLE 05
	 Plan/coordinate/facilitate in the conduct of reviews for on-going and completed projects in the ViCARP network 	
	c) Plan/coordinate/facilitate in the conduct of Regional RDE Symposium	15 POSITION TITLE AN
	d) Prepare/Facilitate communications & documents for action	es naritaiem il.
	e) Preparation/consolidation and submission of reports	
	f) Monitoring and control of allotment and expenditures of ViCARP funds	TO NO CHINE, SQUARMS
	g) Provide administrative support to the consortium	
	h) Facilitate requests from member-agencies & within VSU clients	
35 %	Teaches assigned subject and performs other teaching related functions, among others, the following;	menaat 2 tkoo .th
	 a) Prepares/revised teaching materials/guides and submit to department head. 	
37	b) Conducts examination (mid/final/long hours/quizzes)	through a life
1.7	c) Checks test papers and return to students one week after exam.	h negan Me vissoex I
121	d) Submits grade sheet within prescribed period to the Registrar through the department	Supervisors
1.0	e) Turns over class records to department head two weeks after final examination	Non Supervisors
150/	f) Makes herself available for consultation by her students during scheduled consultation hours	14.2
15%	Performs other duties and functions	2
	 Performs functions relative to committee memberships such as Bids and Awards Committee and other ad hoc assignments 	nevo carpov at
	b) Participate in co-curricular activities	111 -03/0
	c) Performs other functions assigned by the ViCARP Director, Vice President for Research and	MIGNA CONT.
	Extension, and VSU President and ViCARP RRDCC Chair and other superiors	ALC: Visit
23. ACKNOWL	EDGMENT AND ACCEPTANCE	OFFICE OF CHILD
I have rece	ived a copy of this job description. It has been discussed with me and I have freely chosen to comply with the conduct expectations contained herein.	performance and
DOI I AVIOUI/C	Share	
	PAULINE S. CAINTIC OTHELLO B. CAPUNO	
-	November 15, 2018	
Em	ployee's Name, Date and Signature Supervisor's Name, Date and Signature	The Property of the Property o
	ZUMACM	ATE NOT CHICAGO ATA