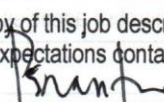
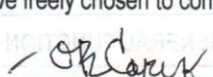


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) INSTRUCTOR I			
2. ITEM NO.: INST1-25-2014		3. SALARY GRADE : 12			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
() provincial () city () municipality		() 1 st class () 2nd class () 3rd class () 4th class		() 5 th class () 6 th class () Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE VSU , Baybay		
7. DEPARTMENT/BRANCH/DIVISION VICARP			8. WORKSTATION/PLACE OF WORK VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				12. OTHER ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR VICARP Director			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VSU President/VICARP-RRDCC Chair		
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, Telephone, Fax, Camera					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive/Managerial Supervisors		(x) ()	() (x)	General Public	
Non Supervisors		()	(x)	Other Agencies	
Staff		()	(x)	Others (Please specify: 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 Conduct monitoring and evaluation of RDE projects implemented by the ViCARP member-agencies					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Conduct instruction, research and extension activities Plan/coordinate/facilitate in the conduct of consortium sponsored RDE programs/projects/activities. Plan/coordinate/facilitate in the conduct of monitoring and evaluation of RDE projects implemented by the ViCARP member-agencies.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
Relevant Masteral degree		none required		none required	
				21d. Eligibility	
				none required	
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office					2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction					2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;					2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results					2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.					2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues					2
21f. FUNCTIONAL COMPETENCIES					Competency Level

1.	Facilitating Learner Centered Environment - Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	2
2.	Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.	2
3.	Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment	2
4.	Administrative Services Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university.	2
5.	Monitoring and Evaluation – Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives	2
6.	Research Management - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.	2
7.	Extension Management -Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies	2
21g. TECHNICAL COMPETENCIES		Competency Level
Provides technical support services for the faculty and staff in the office/department		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	Duties	
50%	Assists in the overall ViCARP operations such as: a) Plan/coordinate/facilitate in the conduct of meetings, workshops, trainings, field visits & other consortium activities b) 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 d) Prepare/Facilitate communications & documents for action e) Preparation/consolidation and submission of reports f) Monitoring and control of allotment and expenditures of ViCARP funds g) Provide administrative support to the consortium h) Facilitate requests from member-agencies & within VSU clients	2
35 %	Teaches assigned subject and performs other teaching related functions, among others, the following; a) Prepares/revised teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes) c) Checks test papers and return to students one week after exam. d) Submits grade sheet within prescribed period to the Registrar through the department e) Turns over class records to department head two weeks after final examination f) Makes herself available for consultation by her students during scheduled consultation hours	2
15%	Performs other duties and functions a) Performs functions relative to committee memberships such as Bids and Awards Committee and other ad hoc assignments b) Participate in co-curricular activities c) Performs other functions assigned by the ViCARP Director, Vice President for Research and Extension, and VSU President and ViCARP RRDC Chair and other superiors	2
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.		
 PAULINE S. CAINTIC November 15, 2018 Employee's Name, Date and Signature		 OTHELLO B. CAPUNO November 15, 2018 Supervisor's Name, Date and Signature