

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.: VISCAR-INST1-22-2014		3. SALARY GRADE : SG-12			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input checked="" 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 MECHANICAL ENGINEERING			8. WORKSTATION/PLACE OF WORK VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				P 22,149.00/mo	
				ACA PERA P 2,000/mo	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPT. HEAD, DEPT. OF MECHANICAL 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, LCD PROJECTOR, CALCULATOR, RECORD BOOK, BALLPEN					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive/Managerial		(x)	()	General Public	
Supervisors		()	()	Other Agencies	
Non Supervisors		(x)	(x)	Others (Please specify:	
Staff		(x)	(x)	Admin Offices	
18. WORKING CONDITION					
Office Work		(x)		Other/s (Please Speciy)	
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION IMPLEMENTS THE MECHANICAL ENGINEERING PROGRAM AND DO RESEARCH AND EXTENSION ACTIVITIES					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) PROVIDE INSTRUCTION, RESEARCH, EXTENSION AND SUPPORT FUNCTIONS OF THE DEPARTMENT					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
MS MECHANICAL ENGINEERING		Teaching experience		Research/training experience in ME	
				21d. Eligibility	
				RA 1080 eligibility	

21e. CORE COMPETENCIES			Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. Delivering Service Excellence 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 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
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
			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			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.			1
22b. 2. Member in different committees.			1
22c. 3. Participate in the co-curricular activities.			1
22d. 4. Perform other functions assigned by the Department Head.			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.			
JUNDY R. CASTIL Employee's Name, Date and Signature		ROBERTO C. GUARTE Supervisor's Name, Date and Signature	