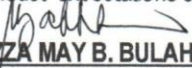



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM)  INSTRUCTOR I				
2. ITEM NO.: VISCA-INST1-50-2015		3. SALARY GRADE : 12				
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS						
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special		
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION  DEPARMENT OF STATISTICS			8. WORKSTATION/PLACE OF WORK  VSU , Baybay City, Leyte			
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER	
				₱ 256,644.11	ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR  Head, Department of Statistics			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  Dean, College of Arts and Sciences			
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, laptop, projector, calculator, books, teaching manuals, whiteboard and whiteboard pen, chalkboard, eraser						
17. CONTACTS/CLIENTS/STAKEHOLDERS						
17a. Internal		Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial		( x )	( )	General Public	( )	( x )
Supervisors		( x )	( )	Other Agencies	( x )	( )
Non Supervisors		( x )	( )	Others (Please specify:	( x )	( )
Staff		( )	( x )	Admin Offices		
18. WORKING CONDITION						
Office Work		( x )		Other/s (Please Speciy)		
Field Work		( )		Classroom/Computer Room		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION  Implements the BSS program and do research, extension and production functions						
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  Performs instruction, research and extension functions of the department.						
21. QUALIFICATON STANDARDS						
21a. Education		21b. Experience		21c. Training		21d. Eligibility
BS Statistics		None required		None required		None required

<b>21e. CORE COMPETENCIES</b>							<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules							1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.							1
3. <b>Solving Problems and Making Decisions</b> 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
<b>21f. FUNCTIONAL COMPETENCIES</b>							<b>Competency Level</b>
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
<b>21g. TECHNICAL COMPETENCIES</b>							<b>Competency Level</b>
							1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>							<b>Competency Level</b>
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
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>							
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.							
 <b>JERIZZA MAY B. BULAHAN, 12/18/2017</b> Employee's Name, Date and Signature				 <b>NORBERTO E. MILLA, 12/18/2017</b> Supervisor's Name, Date and Signature			