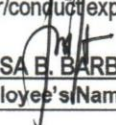

 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  Instructor I			
<b>2. ITEM NO.:</b> VISCAB-INSTI-29-2015		<b>3. SALARY GRADE :</b> SG 12/1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>					
<input type="checkbox"/> provincial <input 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			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  			
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  DEPARTMENT OF PLANT BREEDING AND GENETICS		<b>8. WORKSTATION/PLACE OF WORK</b>  Visayas State University, Visca , Baybay City Leyte			
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>		
		Php 22 149.00	ACA PERA : Php 2 000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  DEPARTMENT HEAD		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  COLLEGE DEAN			
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISE (if more than seven (7) list only by their item numbers and titles)</b>  None					
<b>16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Laptop, Projector, Desktop PC, Printer					
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive/Managerial Supervisors	(x)	( )	General Public	( )	(x)
Non Supervisors	( )	( )	Other Agencies	(x)	( )
Staff	( )	(x)	Others (Please specify: Admin Offices)	( )	(x)
<b>18. WORKING CONDITION</b>					
Office Work	(x)	Other/s (Please Specify)			
Field Work	( )				
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Responsible in establishing and maintaining a civil, productive, inclusive, and stimulating learning environment					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Provides accurate, timely information about specified courses to prospective students and current students, meets every class session promptly and prepared with necessary course materials and performs other teaching related functions.					
<b>21. QUALIFICATON STANDARDS</b>					
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>		
BS Agriculture (Plant Breeding)	4 semester of teaching		Civil Service Eligibility (PD 907) PRC–Licensed Agriculturist (2017)		

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 clear-cut 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
Refer to Item 22.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES	Competency Level
22a. 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. Member in different committees.	1
22c. Participate in the co-curricular activities.	1
22d. 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.	
 MARISSA E. BARBOSA Employee's Name,	 LUZ O. MORENO Supervisor's Name,
June 26, 2018 Date and Signature	June 26, 2018 Date and Signature