

 <b>REPUBLIC OF THE PHILIPPINES</b> <b>JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  <div style="text-align: center;">INSTRUCTOR 1</div>	
<b>2. ITEM NO.:</b> <u>VISEAD-INT-9-2011</u>		<b>3. SALARY GRADE:</b> <u>12</u>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<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	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		<b>6. BUREAU OR OFFICE</b>  <div style="text-align: center;">VSU, Baybay City, Leyte</div>	
<b>7. DEPARTMENT BRANCH/DIVISION</b>  <div style="text-align: center;">LIBERAL ARTS AND BEHAVIORAL SCIENCES</div>		<b>8. WORKSTATION/PLACE OF WORK</b>  <div style="text-align: center;">VSU, Baybay City, Leyte</div>	
<b>9. PRES. APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  <u>256,644/month</u>	<b>12. OTHER</b>  <u>ACA PERA - 2,000/month</u>
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">HEAD &amp; DEAN</div>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;"></div>	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) <u>None</u>			
<b>16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  <div style="text-align: center;"><u>computer, DLP projector, class records, board eraser, whiteboard markers, etc.</u></div>			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>		<b>17b. External</b>	
<div style="display: flex; justify-content: space-between;"> <div>Occasional</div> <div>Frequent</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>Occasional</div> <div>Frequent</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>Occasional</div> <div>Frequent</div> </div>	
Executive/Managerial Supervisors Non Supervisors Staff	<div style="display: flex; justify-content: space-between;"> <div>(x)</div> <div>( )</div> </div> <div style="display: flex; justify-content: space-between;"> <div>( )</div> <div>( )</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(x)</div> <div>(x)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(x)</div> <div>(x)</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>( )</div> <div>(x)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(x)</div> <div>( )</div> </div> <div style="display: flex; justify-content: space-between;"> <div>( )</div> <div>(x)</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div></div> </div>	
<b>18. WORKING CONDITION</b>			
Office Work Field Work		(x) ( )	
Other/s (Please Specify) _____			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> <u>Implements the AB-English Language and MSLangTchg programs, conducts relevant research, extension and production functions</u>			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> <u>Performs instruction, research and extension functions of the department</u>			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
<u>Master's degree in the area of specialization</u>	<u>None required</u>		
<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> Provides support and services for DLABS faculty and staff	<b>Competency Level</b>												
	1												
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>												
<table border="1"> <thead> <tr> <th>Percent of Working Time</th> <th>DUTIES</th> </tr> </thead> <tbody> <tr> <td>85%</td> <td>1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours</td> </tr> <tr> <td>10%</td> <td>2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/for a of legitimate professional organizations e. Submits output for possible publication/patenting</td> </tr> <tr> <td>-</td> <td>3. Performs administrative functions (if applicable)</td> </tr> <tr> <td>5%</td> <td>4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President</td> </tr> <tr> <td>100%</td> <td></td> </tr> </tbody> </table>	Percent of Working Time	DUTIES	85%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours	10%	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/for a of legitimate professional organizations e. Submits output for possible publication/patenting	-	3. Performs administrative functions (if applicable)	5%	4. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	100%		
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<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.													
<u>JULIE ANN S. CORDOVA</u> Employee's Name, Date and Signature	<u>GUINALDO C. FERNANDEZ, JR.</u> Supervisor's Name, Date and Signature												