. delegrado		•	1. POSITION TITLE (as au	thorized by DBN	21s CORE COMPETENC (I	
	PUBLIC OF THE B DESCRIPTION		ASSI	STANT PROFES	SOR 1 where 3	
2. ITEM NO .: API .	- 14 - 2016	avieb one athematings la	3. SALARY GRAD	E: K	Opin, ing With OSC	
4. FOR LOCAL GOVERN	MENT POSITION, E	NUMERATE GOVERNA	MENT UNIT AND CLASS	ed crises bac	Selving Problem	
() provincial () city () municipality	1825001130 Voi	() 1st class () 2nd class () 3rd class () 4th class	() 5th clas () 6th clas () Special	s ad net) one aids	UNLES WARK SOIL COUNTS SES BLOW 271 FUNCTIONAL-COMPE	
5. DEPARTMENT, CORPO	RATION OR AGENCY	LOCAL GOVERNMENT	6. BUREAU OR OI	FICE AN IGNOSTIS	Demonstrolling P	
VISA	YAS STATE UNIVE	RSITY	in the tour concernment will be	eniquen prin	iso bas gaga (av	
7. DEPARTMENT/BRANCH/DIVISION aleased on standard			8. WORKSTATION/PLACE OF WORK			
LIBERAL ARTS AND BEHAVIORAL SCIENCES			VSU , Baybay City, Leyte			
9. PRES, APPROP ACT 1. PREV. APPROP ACT			11. SALARY AUTHORIZE	D 12. 0	12. OTHER	
VD (1912-1910)			\$ 330,780	ACA PE	ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
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15. POSITION TITLE AN	DITEM OF THOSE	DIRECTLY SUPERVISE	D	D 10 221 = 164 202	THE STREET OF STREET	
(if more than sev	en (7) list only by t	heir item numbers and t	itles) None		Feigen Working 4	
16 MACHINE, EQUIPME	NT, TOOLS ETC., U	JSED REGULARLY IN P	ERFORMANCE OF WORK	hir tio year yelloo	ai was	
	computer, Di	LP projector, class reco	rds, board eraser, whiteboard	markers,etc.		
17. CONTACTS/CLIENT	S/STAKEHOLDERS	s aligher cominglish.	desviolate of multiple states of the visit of the states o	Caucks that page	5	
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x) (x)	() (x) (x)	General Public Other Agencies Others (Please specify: Admin Offices	() (x) ()	(x) () (x)	
18. WORKING CONDITI	ON		grifuse anot studio stokeo ; a	of territo attribute		
Office Work Field Work	owier c. Just 9 argano	(x )	Other/s (Please Specify)	neueria na angon Muliu tagan samah Mulius neueria	99 1 379	
19. BK EF DESCRIPTIO	N OF THE GENERA	L FUNCTION OF THE U	NIT OR SECTION	ka k	3 = 1 = 1	
Implements the AB-Englis	h Language and MS	LangTchng programs, co	nducts relevant research, exten	sion and production	on functions	
20. BRIEF DESCRIPTION	OF THE GENERA	L FUNCTION OF THE PO	OSITION (Job Summary)		49001	
Performs instru 21. QUALIFICATON STA		extension functions of the	department	HTTOUR ONE	THESTOCK PSTOCK A 22	
21a. Education 21b. Experience			21c. Training	21c. Training 21d. Eligibility		
	<	GURRIDO		EDRA'S A AS	одоня	

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	TENCIES EQ vd hai tromus es) ELTIT MONTEO Q. Y	Competen y Level
Acknowled	liges and respects authority and demonstrates readiness in accepting and complying with rules	1
Complies	Service Excellence with CSC's established standards of delivery or service level agreements and delivers explicit requirements of	TEM NO.:
Provides 1	roblems and Making Decisions imply solutions to problems and decision dilemmas that have clearcut options and/or choices and whose	IAGOJ 10A
	are available and can be accessed from a database or gleaned from an existing policy or process.  COMPETENCIES	Competer y Level
	rating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, and learning discipline.	DEPARTMENT
2. Speaking	Effectively – Effectively delivers messages that simply focus on data, facts or information & requires reparation or can be supported by available communication materials	1 MTRAGED
3. Writing E	ffectively - Refers to and/or uses existing communication materials or templates to produce own written	1
	ning & applying innovation – Demonstrates an awareness of basic principles of innovation.	PR15, APR
1g. TECHNICAL (	COMPETENCIES  TITLE OF IMMEDIATE SUPERVISOR  A POSITION TITLE OF NEXT HIGHER SUPERVISOR	Competen
	Mada s Gian	Competen
2. STATEMENT	OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Level
Percent of Working Time	aftison seven (7) has only by their term numbers and ritles) ellions	aluch II)
85%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	ELECTION ASS
	a. Prepares and revised teaching materials/guides and submit to department head	
	a. Frepaies and levised leading materials guides and submit to department head	The state of the s
	Signature of the particular to some proper and a total color of the particular of th	
	b. Prepares and gives examinations (mid/final/long/quizzes)	Martina
	b. Prepares and gives examinations (mid/final/long/quizzes)     c. Checks test papers and returns to students one week after examination	2041160
38501	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	Coutatre
3850s	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	SOLLION Ismami
10%	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	Ismani s
10%	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  Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals	Ismani s
10%	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  2. Performs research and/or extension functions, among others the following:	Coulter the country of the country o
10%	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  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	County of the co
10%	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  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	Control of the contro
10%	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  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	COALLCE Linemal Service Service AT
(4)	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  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	COLL.CE Linemal Septiments Parets Supervice Ed
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	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  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)	COLLARS I MARINE  SUPPLYING  THE WORK  AND

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.

RHODORA A. BANDE Employee's Name, Date and Signature GUIRALDO C. FERNANDEZ, JR. Supervisor's Name, Date and Signature