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|  REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM | | 1. POSITION TITLE (as authorized by DBM) | | | |
| | | Instructor 1 | | | |
| 2. ITEM NO.: <i>VISCAP-INT-46-2015</i> | | 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 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 | | | 6. BUREAU OR OFFICE | | |
| VISAYAS STATE UNIVERSITY | | | N/A | | |
| 7. DEPARTMENT/BRANCH/DIVISION | | | 8. WORKSTATION/PLACE OF WORK | | |
| Agricultural Engineering | | | VSU , Baybay | | |
| 9. PRES, APPROP ACT | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER | | |
| N/A | | <i>P 256, 644 w</i> | ACA PERA | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | |
| Department Head | | | Dean | | |
| 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 | | | | | |
| <i>computer, printer, etc.</i> None | | | | | |
| 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) | <u>Admin Offices</u> | | |
| 18. WORKING CONDITION | | | | | |
| Office Work | (x) | | Other/s (Please Specify) | | |
| Field Work | () | | | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
| Implements the approved degree programs 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. QUALIFICATION STANDARDS | | | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility | | |
| Masteral degree in the needed field of specialization | None required | None required | None required | | |
| 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 |

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| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | 1 Competency Level |
| Percent of Working Time | DUTIES | |
| 65% | 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/fora of legitimate professional organizations | |
| | e. Submits output for possible publication/patenting | |
| | 3. Performs administrative functions (if applicable) | |
| 25% | 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 | |
| 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. | | |
| ELDON P. DE PADUA, 07-31-17 Employee's Name, Date and Signature | | ARTURIO I. TAMBOLO, PPSAE Supervisor's Name, Date and Signature |