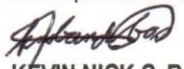
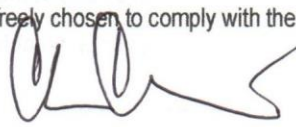


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM) <div style="text-align: center; padding: 10px;">INSTRUCTOR I</div>	
2. ITEM NO.: VISCA-INST1-18-2013		3. SALARY GRADE : 12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE 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		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
DEPARTMENT OF PURE AND APPLIED CHEMISTRY		VSU, BAYBAY, CITY	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		₱ 254,644.00	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DoPAC		Dean, College of Arts & 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			
Laboratory equipment, computer, DLP, printer, laptop, projector, chalk & white board pen			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	()	()	General Public
Supervisors	(x)	()	Other Agencies
Non Supervisors	(x)	(x)	Others (Please specify:
Staff	()	(x)	Admin Offices
			Occasional
			Frequent
			()
			(x)
			()
			(x)
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 functions of the department			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
MSChem (on-going)	2 yrs of teaching experience	NA	Licensed Chemist
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																																																						
Provides support and instructional services for the Dept of Pure & Applied Chemistry	1																																																						
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level																																																						
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<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  KEVIN NICK S. BANDIBAS Employee's Name, Date and Signature </div> <div style="text-align: center;">  CANDELARIO L. CALIBO Supervisor's Name, Date and Signature </div> </div>																																																							