Compatenc			1. POSITION TITLE (as au	thorized by DBM	216, CORE COMPETENCI
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2. ITEM NO.:	-AP2-17-201	reviled but athems of lev	3. SALARY GRADI	E: 16	Compiles with CS
4. FOR LOCAL GOVER	NMENT POSITION	ENUMERATE GOVERNM	ENT UNIT AND CLASS	s and Malding De	Sakonisa Saking Problem
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5. DEPARTMENT, CORP	ORATION OR AGENO	Y/LOCAL GOVERNMENT	6. BUREAU OR OF	FICE IS ISOCOTO	Demonstrating P
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7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
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9. PRES, APPROP ACT	1.	PREV. APPROP ACT	11. SALARY AUTHORIZE	D 12. 0	THER
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13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
	HEAD & DEAN				
15. POSITION TITLE A		E DIRECTLY SUPERVISED	College Dean	101027 GRA 63	ZZ. STATESENT OF DUT
		their item numbers and t	AND THE RESIDENCE OF THE PARTY		Percent of Working
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17. CONTACTS/CLIEN	ITS/STAKEHOLDE	RS noteninske refer k	daw are emabula of amular bina a	Checks test paper	0
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors Non Supervisors Staff	(x) (x) (x)	(x) (x) (x)	General Public Other Agencies Others (Please specify: Admin Offices	() (x) ()	(x) () (x)
18. WORKING CONDI	TION	10 00 00 00 00 00 00 00 00 00 00 00 00 0	o tenspin original region (g. septimi r postišije cutiličatich taikniting	Submis palouifu	
Office Work Field Work		(x)	Other/s (Please Specify)	viu i i i i i i i i i i i i i i i i i i	9 2 4 9 9
19. BRIEF DESCRIPT	ON OF THE GENE	RAL FUNCTION OF THE U	INIT OR SECTION		
Implements the AB-Eng	lish Language and I	MSLangTchng programs, co	enducts relevant research, exten	sion and production	on functions
20. BRIEF DESCRIPTI	ON OF THE GENER	RAL FUNCTION OF THE P	OSITION (Job Summary)		
		nd extension functions of the	department		
21. QUALIFICATON S	TANDARDS	whate all scall but on	TO WITE THE SECRET THE TOTAL THE SECRET THE TOTAL THE SECRET THE S	TORREST TO THE	ENTROPISATION AUG.
21a. Education	21b.	Experience	21c. Training	21d. l	Eligibility
Relevant maste	de Chade Its police of Later VI.	rs of relevant	4 hs of relevan	The second secon	ΚΔ. ROSE P. Employee's Na

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e. CORE COMPE	ENCIES U ya basadahin esi P.I. P. MONTOO I. I	Competen y Level
1. Exemplify	ing Integrity 2011 MATE 2884	1
Acknowled	ges and respects authority and demonstrates readiness in accepting and complying with rules	
	Service Excellence	1
Complies	vith CSC's established standards of delivery or service level agreements and delivers explicit requirements of	1
customers		120 00 00 00
	oblems and Making Decisions 2012 GWA TAND TRADMORNOS STARBAUMS MOTTERS TABACTERS	ADO 1
Drovides fi	nely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose	-
colutions a	re available and can be accessed from a database or gleaned from an existing policy or process.	with a
f. FUNCTIONAL		Competer
	[SSD (D ()]	y Level
1. Demonstr	ating Personal Effectiveness - Responds effectively to guidelines & feedback on one's performance,	fact 1
	and learning discipline.	
2. Speaking	Effectively - Effectively delivers messages that simply focus on data, facts or information & requires	1
minimal no	eparation or can be supported by available communication materials	Marie Carri
3. Writing Ef	rectively - Refers to and/or uses existing communication materials or templates to produce own written	1
work	TOTAL TOTAL CONTROL OF THE PROPERTY OF THE PRO	-
	ing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
Onampion	ACIRADA	-
g. TECHNICAL C	OMPETENCIES	Competen
The second second		1
	DITLE OF BRIGERAGE SUPERVISOR & THE POSITION TITLE OF NEXT HIGHER SUPERVI	Level
	MATING POTENTIAN TO TO THE PROPERTY OF THE PROPERTY OF THE STANDING OF THE STA	Level 1
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Percent of Working Time	DUTIES 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	1 Competen Level
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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.

ROSE P. CAPULLA Employee's Name, Date and Signature

GUIRALDO C FERNANDEZ, JR.
Supervisor's Name, Date and Signature

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