

INSTRUCTOR I

3. SALARY GRADE : 12

() provincial	() 1 st class	() 5 th class
() city	() 2 nd class	() 6 th class
() municipality	() 3 rd class	() Special
	() 4 th class	

6. BUREAU OR OFFICE

8. WORKSTATION/PLACE OF WORK

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VSU , Visca, Baybay City, Leyte

12. OTHER

ACA PERA P24,000.00

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Agriculture and Food Science

Job Order Laborer

Instructional materials, computer, cellphone, calculator, analytical equipment, microscope, books, audio-visual aids, printers/copiers, internet, laboratory animals.

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	(x)	(x)
Supervisors	()	(x)	Other Agencies	(x)	()
Non Supervisors	(x)	()	Others (Please specify:	()	(x)
Staff	()	(x)	Admin Offices		

Office Work	(x)	Other/s (Please Specify)
Field Work	(x)	Academic Lecture/Laboratory Teaching

Implements the approved degree programs and do research, extension and production functions



Performs instruction, research and extension functions of the department.

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Masteral degree in the needed field of specialization	Required	Required	Required

Competency
Level

Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules

Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.

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
Provides technical support to the Department of Animal Science faculty and staff.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
85%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following:	
20	a. Prepares and revised teaching materials/guides and submit to department head	
20	b. Prepares and gives examinations (mid/final/long/quizzes)	
15	c. Checks test papers and returns to students one week after examination	
15	d. Submits grade sheets within prescribed period to the Registrar through the department	
5	e. Turns over class records to department heads within two weeks after final examination	
10	f. Makes himself available for consultation by his/her students during scheduled consultation hours	
5%	2. Performs research and/or extension functions, among others the following:	
1	a. Prepares research/extension proposals	
1	b. Implements duly approved research/extension projects within approved time frame	
1	c. Prepares and prepares reports within the prescribed period	
1	d. Presents research/extension outputs during conferences/fora of legitimate professional organizations	
1	e. Submits output for possible publication/patenting	
5%	3. Performs administrative functions (if applicable)	
5%	4. Performs other functions, among others:	
2.5	a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions	
2.5	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.		
 JADE DHAPNEE Z. COMPENDIO / 1/12/17 Employee's Name, Date and Signature		 DINAH M. ESPINA - Head, DAS, VSU Supervisor's Name, Date and Signature