

REPUBLIC OF THE PHILIPPINES  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, ANGELICA C. ASOY of Hibunaon, Ormoc City having been appointed to the position of Laboratory Technician II hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

  
ANGELICA C. ASOY  
(Signature over Printed Name  
of the Appointee)

Government ID: PRC  
ID Number : 0005378  
Date Issued : 11/25/19

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_, Philippines.

EDGARDO E. TULIN  
(Signature over Printed Name  
of Person Administering the  
Oath)

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. ANGELICA C. ASOY  
has assumed the duties and responsibilities as LABORATORY  
TECHNICIAN II of DEPARTMENT OF SOIL SCIENCE  
effective December 7, 2021.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. ANGELICA C. ASOY as LABORATORY  
TECHNICIAN II.

Done this 4<sup>TH</sup> day of JANUARY 2022 in Visca, Baybay City, Leyte.

  
SUZETTE B. LINA  
Head of Office/Department/Unit

Date: December 7, 2021

Attested by:

**HONEY SOFIA V. COLIS**  
**OIC HRMO**

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>LABORATORY TECHNICIAN II</b></p>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
VISAYAS STATE UNIVERSITY		OFFICE OF THE PRESIDENT	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
DEPARTMENT OF SOIL SCIENCE		VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>
			ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
Head, DSS		Dean, College of Agriculture and Food Sciences	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
Computer, printer, laboratory equipments, glassware			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>		<b>17b. External</b>	
	Occasional	Frequent	Occasional
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public <input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies <input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): <u>admin offices</u> <input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
To conduct instruction, research and extension			



**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

To conduct instruction, research and extension

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant bachelor degree	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED

21e. Core Competencies	Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office	2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	1

21f. Functional Competencies	Competency Level
1. Process management- Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback. emerging technologies and new direction.	2
2. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	1
3. Occupational Health and Safety Management - Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be	1

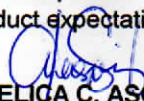
21g. Technical Competencies	Competency Level
Provides support and technical services for Department of Soil Science faculty and staff.	2


**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
50%	Analyzed soil and plant tissue samples including the following activities: a. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the analysis d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signatures g. released test results	2
40%	h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analysis j. Inventory of Lab equipment and glassware for returned to VSU property office k. Inventory of chemicals and lab supplies Assist lab instructors/students in the following: a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials	2
5%	Performs administrative functions (if applicable)  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	2

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

  
ANGELICA C. ASOY 01/04/22  
Employee's Name, Date and Signature

  
SUZETTE B. LINA  
Supervisor's Name, Date and Signature