

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency with parenthetical title) <div style="text-align: center; font-weight: bold; padding: 5px;">SCIENCE RESEARCH SPECIALIST II</div>	
2. ITEM NUMBER <div style="text-align: center; font-weight: bold; padding: 5px;">SRAS2-1-1998</div>		3. SALARY GRADE <div style="text-align: center; font-weight: bold; padding: 5px;">16</div>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<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	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center; font-weight: bold; padding: 5px;">VISAYAS STATE UNIVERSITY</div>		6. BUREAU OR OFFICE <div style="text-align: center; font-weight: bold; padding: 5px;">CENTRAL ANALYTICAL SERVICES LABORATORY</div>	
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center; font-weight: bold; padding: 5px;">OFFICE OF THE VICE PRESIDENT FOR RESEARCH, INNOVATION AND EXTENSION</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center; font-weight: bold; padding: 5px;">VSU, BAYBAY CITY, LEYTE</div>	
9. PRESENT APPROP ACT <div style="text-align: center; font-weight: bold; padding: 5px;">N/A</div>	10. PREVIOUS APPROP ACT <div style="text-align: center; font-weight: bold; padding: 5px;">N/A</div>	11. SALARY AUTHORIZED <div style="text-align: center; font-weight: bold; padding: 5px;">P39,672.00</div>	12. OTHER COMPENSATION <div style="text-align: center; font-weight: bold; padding: 5px;">ACA/PERA P2,000.00</div>
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-weight: bold; padding: 5px;">SCIENCE RESEARCH ASSISTANT</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-weight: bold; padding: 5px;">N/A</div>	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center; font-weight: bold; padding: 5px;">ANALYTICAL LABORATORY EQUIPMENT, LABORATORY GLASSWARES, UV-VIS, DIGESTER, MP-AES, DISTILLER</div>			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION <div style="text-align: center; font-weight: bold; padding: 5px;">Service laboratory for testing soil, plant tissue, organic samples, and other chemical analyses for various research projects undertaken by VSU and the general public.</div>			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) <div style="text-align: center; font-weight: bold; padding: 5px;">Assist in the management and operations of the Central Analytical Services Laboratory.</div>			

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job (Preferably BS in Chemistry)	2 years relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility/ Preferably RA 10657
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. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular			2
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.			3
3. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment			2
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			2
5. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and			2
6. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.			2
7. Research Management - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.			2
6.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.			2
8. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
80%	1. Assist the management and operations of Central Analytical Services Laboratory.		2
	2. Attends to client analytical services needs such as: Analyze samples submitted by clients, releases test reports to clients.		2
	3. Prepares documents related to purchase of chemicals and maintenance of laboratory equipment.		2

10%
10%

- | | |
|---|---|
| 4. Acts as focal person for the processing of documents related to CATO certification. | 2 |
| 5. Attends capability build-up trainings. | 2 |
| 6. Serves as expert in trainings and other extension activities. | 2 |
| 7. Prepares and submits ISO documents for ISO certification.
Prepares and submits IGP reports. Performs other related duties that maybe be assigned. | 2 |

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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.

DYANA ROSE D. MILLEZA 05-02-2023
Employee's Name, Date and Signature

MARIA JULIET C. CENIZA 05-02-2023
Supervisor's Name, Date and Signature