

<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)</b> <b>with parenthetical title</b>	
		<b>LABORATORY AIDE I</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
<b>CASUAL</b>		<b>2</b>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/</b> <b>LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
<b>STATE UNIVERSITIES &amp; COLLEGES</b>		<b>VISAYAS STATE UNIVERSITY</b>	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
<b>DEPARTMENT OF GEODETIC ENGINEERING</b>		<b>VSU, BAYBAY CITY, LEYTE</b>	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
		<b>P13, 819.00</b>	<b>ACA/PERA P2,000.00</b>
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
<b>HEAD, DGE</b>		<b>DGE</b>	
<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>			
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <b>DESKTOP COMPUTER, SURVEYING EQUIPMENT, CLEANING TOOLS</b>			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Managerial Supervisors Non-Supervisors Staff	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>General Public</b> <b>Other Agencies</b> <b>Others (Please Specify):</b> _____
			<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>18. WORKING CONDITION</b>			
Office Work Field Work	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>Other/s (Please Specify)</b>
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
<b>Provides support services to the DGE Head</b>			



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

Maintains and operates computer laboratory and assists computer laboratory instructors and laboratory users with computer-related issues and trouble-shooting minor equipment problem , Assists all laboratory equipment to students and ensures that such equipment is returned in good condition, Perform as Property custodian in-charge and also performs as utility/messenger of the department, and performs other function as assigned by superiors and other office staff.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 4 years studies in college	None Required	None Required	Career Service(Sub professional) First Level Eligibility
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			1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			1
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			1
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.			1
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			1
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. 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.			1
4. 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.			1

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


Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
30%	1. Maintains and operates computer laboratory and assists computer laboratory instructors and laboratory users with computer-related issues and trouble-shooting minor equipment problem.	1
30%	2. Assists all laboratory equipment to students and ensures that such equipment is returned in good condition.	1
20%	3. Perform as Property custodian in-charge and also performs as utility/messenger of the department.	1
20%	4. Performs other function as assigned by superiors and other office staff.	1

**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.

  
**ALVIN E. SORIA**

Employee's Name, Date and Signature

  
**FLORENTINO F. MORALES JR.**

Supervisor's Name, Date and Signature