

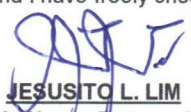


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title LABORATORY TECHNICIAN I	
2. ITEM NUMBER		3. SALARY GRADE	
LABT1-2-1998		SG-6 	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE 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 checked="" type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
DEPARTMENT OF PEST MANAGEMENT		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
			ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, Department of Pest Management		Dean, College of Agriculture & Food Science	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
LABORATORY EQUIPMENT, GLASSWARES AND OTHER LABORATORY SUPPLIES			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Implements the approved degree programs and do research, extension and production functions			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provides technical services to the department in support of instruction, research and extension			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	none required	none required	civil service eligibility

21e. Core Competencies		Competency Level
1. Exemplifying Integrity and Professionalism		BASIC
2. Delivering Service Excellence		BASIC
3. Interpersonal Skills		BASIC
4. Flexibility		BASIC
5. Records Management		BASIC
6. Computer Skills		BASIC
21f. Functional Competencies		Competency Level
1. Attention to detail		BASIC
2. Achievement Orientation		BASIC
3. Communication Skills		BASIC
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	• Issues lab. equipment to students and lab. instructors	1
25%	• Prepares chemicals, reagents and culture media	1
5%	• Sterilizes glasswares and culture media to students & lab. instructors	1
5%	• Conducts inventory of laboratory supplies and equipment	1
5%	• Set-up audio visual equipment for lecture classes	1
5%	• Helps prepare set-up for practical exams	1
5%	• Acts as proctor during long, midterm and final exams	1
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  DENNIS C. GODOY Employee's Name, Date and Signature </div> <div style="text-align: center;">  JESUSITO L. LIM Supervisor's Name, Date and Signature </div> </div>		