

<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>			
		<b>LABORATORY TECHNICIAN I</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
LABT1-2-1998		SG-6 <i>RS</i>			
<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 checked="" 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 VICE PRESIDENT FOR INSTRUCTION		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
DEPARTMENT OF PEST MANAGEMENT			VSU, BAYBAY CITY, LEYTE		
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
				ACA/PERA P2,000.00	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
Head, Department of Pest Management			Dean, College of Agriculture & Food Science		
<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>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> LABORATORY EQUIPMENT, GLASSWARES AND OTHER LABORATORY SUPPLIES					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>Frequent</b>	
<b>17b. External</b>		<b>Occasional</b>		<b>Frequent</b>	
Executive / Managerial		<input type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify): _____					
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> Implements the approved degree programs and do research, extension and production functions					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> Provides technical services to the department in support of instruction, research and extension					
<b>21. QUALIFICATION STANDARDS</b>					
<b>21a. Education</b>		<b>21b. Experience</b>		<b>21c. Training</b>	
<b>21d. Eligibility</b>					
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>		
 <b>DENNIS G. GODOY</b> Employee's Name, Date and Signature		 <b>JESUSITO L. LIM</b> Supervisor's Name, Date and Signature