

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 II

2. ITEM NUMBER

3. SALARY GRADE

3

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- | | | |
|--|------------------------------------|---|
| <input type="checkbox"/> Province | <input type="checkbox"/> 1st Class | <input checked="" type="checkbox"/> 5th Class |
| <input checked="" type="checkbox"/> City | <input type="checkbox"/> 2nd Class | <input type="checkbox"/> 6th Class |
| <input type="checkbox"/> Municipality | <input type="checkbox"/> 3rd Class | <input type="checkbox"/> Special |
| | <input type="checkbox"/> 4th Class | |

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

DOPAC

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

DOPAC

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY

12. OTHER COMPENSATION

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEPARTMENT HEAD

COLLEGE DEAN

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

HOT PLATE, VORTEX MIXER,, DISTILLATION SET-UP, TOP LOADING BALANCE, DESKTOP COMPUTER, PRINTER & PHOTOCOPIER MACHINE

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
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

☒

☐

Other/s (Please Specify)

Field Work

☐

☐

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

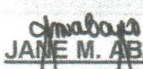
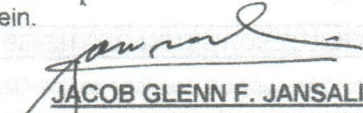
Provides support services to the Department Head

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

Assists Lab Instructors in the conduct of student experiments & Supervises in the preparation of chemicals, solutions & glasswares used in the lab experiments

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS Chemistry	13 years of relevant experience	No training attended for year 2019	None
21e. Core Competencies			Competency Level

1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behavior, 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	1																					
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.	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. 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.	1																					
33. 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	1																					
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level																					
<table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> <th></th> </tr> </thead> <tbody> <tr> <td>25%</td> <td>1. Assists Lab Instructors in the conduct of student experiments & Supervises in the preparation of chemicals, solutions & glasswares used in the lab experiments</td> <td>1</td> </tr> <tr> <td>25%</td> <td>2. Checks & inspects glasswares borrowed/returned by students Monitors breakages of students & Replenishes empty containers of chemical solutions for next lab period</td> <td>1</td> </tr> <tr> <td>15%</td> <td>3. Makes inventory of glasswares, chemicals and lab supplies & breakages</td> <td>1</td> </tr> <tr> <td>15%</td> <td>4. Supervises the cleanliness and orderliness in the stockroom, balance room and all lab rooms</td> <td>1</td> </tr> <tr> <td>10%</td> <td>5. Prepares and facilitates practical examination & proctors lab/lec examinations</td> <td>1</td> </tr> <tr> <td>10%</td> <td>6. Facilitate the proper disposal of chemicals</td> <td>1</td> </tr> </tbody> </table>	Percentage of Working Time	(State the duties and responsibilities here:)		25%	1. Assists Lab Instructors in the conduct of student experiments & Supervises in the preparation of chemicals, solutions & glasswares used in the lab experiments	1	25%	2. Checks & inspects glasswares borrowed/returned by students Monitors breakages of students & Replenishes empty containers of chemical solutions for next lab period	1	15%	3. Makes inventory of glasswares, chemicals and lab supplies & breakages	1	15%	4. Supervises the cleanliness and orderliness in the stockroom, balance room and all lab rooms	1	10%	5. Prepares and facilitates practical examination & proctors lab/lec examinations	1	10%	6. Facilitate the proper disposal of chemicals	1	
Percentage of Working Time	(State the duties and responsibilities here:)																					
25%	1. Assists Lab Instructors in the conduct of student experiments & Supervises in the preparation of chemicals, solutions & glasswares used in the lab experiments	1																				
25%	2. Checks & inspects glasswares borrowed/returned by students Monitors breakages of students & Replenishes empty containers of chemical solutions for next lab period	1																				
15%	3. Makes inventory of glasswares, chemicals and lab supplies & breakages	1																				
15%	4. Supervises the cleanliness and orderliness in the stockroom, balance room and all lab rooms	1																				
10%	5. Prepares and facilitates practical examination & proctors lab/lec examinations	1																				
10%	6. Facilitate the proper disposal of chemicals	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;"> <div style="text-align: center;">  JANE M. ABAPO Employee's Name, Date and Signature </div> <div style="text-align: center;">  JACOB GLENN F. JANSALIN Supervisor's Name, Date and Signature </div> </div>																						