



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,			1. POSITION TITLE (as authorized by DBM) LABORATORY TECHNICIAN II		
2. ITEM NO.:			3. SALARY GRADE :		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			VSU, Baybay City, Leyte		
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
Department of Soil Sciences			VSU , Baybay		
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED		12. OTHER	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, DSS			Dean, CAFS		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
none					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Analytical Balances, Oven, pH meter, Laboratory glassware, Computer					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	() (X)	() (X)	General Public	() (x)	(x) ()
Supervisors	(X)	(x)	Other Agencies	()	(x)
Non Supervisors	(X)	(x)	Others (Please specify: <u>Admin</u> <u>Offices</u>		
Staff					
18. WORKING CONDITION					
Office Work	(x)	Other/s (Please Specify)			
Field Work	()				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Offers graduate and undergraduate courses in Soil Science, conducts research and extension activities related in the field of Soil Science.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Conducts Laboratory analysis, keeping of records and maintaining laboratory equipments.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years in college	1 year of relevant experience	4 hours of relevant training	LabTech (MC 10 s. 2013 - Cat. II)*
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 interact with colleagues, customers and clients, 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, behavior and style appropriately in dealing with change.			2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues			1
21f. FUNCTIONAL COMPETENCIES			Competency Level
1. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.			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. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
60% 1. Analysis of soil and plant tissue samples which includes:			
a.) Lab coding of samples received			1
b.) Weighing samples for analysis and for oven-drying			1
c.) Prepares reagents needed for the analysis			1
d.) Computation and consolidation of data			1
e.) Issue billing slips for lab accounts and release results of analysis			1
f.) Prepares documents following ISO standards			1

g.) In-charge of calibration schedule of the instrument together with the SRTPAL in-charge.	1
15% 2. Assist Lab Instructors in the following: a.) Prepare Reagents b.) Setting up exercises c.) Releasing/Receiving of materials	1 1 1
10% 3. Operate and maintain Lab equipment and make regular inventory of chemicals and Lab supplies.	2
5% 4. Prepares monthly progress report for SRTPAL/Seed Production Project as required by VSU.	1
5% 5. Assists in the training programs conducted by the department/attends to visitors in the laboratory.	1
5% 6. Performs other duties which may be assigned by the in-charge of SRTPAL or Department Head.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 <u>ANGELICA C. ASOY</u> Employee's Name, Date and Signature	 <u>DR. SUZETTE B. LINA</u> Supervisor's Name, Date and Signature