

<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>  <div style="text-align: center; font-weight: bold; padding: 5px;">LABORATORY AIDE I</div>																												
<b>2. ITEM NUMBER</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">CASUAL</div>			<b>3. SALARY GRADE</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">2</div>																												
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>																															
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">STATE UNIVERSITIES &amp; COLLEGES</div>			<b>6. BUREAU OR OFFICE</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">VISAYAS STATE UNIVERSITY</div>																												
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">DEPARTMENT OF GEODETIC ENGINEERING</div>			<b>8. WORKSTATION / PLACE OF WORK</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">VSU, BAYBAY CITY, LEYTE</div>																												
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>																									
				P14, 372.00		ACA/PERA P2,000.00																									
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">HEAD, DGE</div>				<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">DGE</div>																											
<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> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">POSITION TITLE</th> <th style="width: 50%; text-align: center;">ITEM NUMBER</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>								POSITION TITLE	ITEM NUMBER																						
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<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <div style="text-align: center; font-weight: bold; padding: 5px;">DESKTOP COMPUTER, SURVEYING EQUIPMENT, CLEANING TOOLS</div>																															
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">17a. Internal</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> <th style="width: 25%;">17b. External</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Others (Please Specify): _____</td> <td></td> <td></td> </tr> </tbody> </table>								17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____		
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<b>18. WORKING CONDITION</b> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">Office Work</td> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 40%;">Other/s (Please Specify)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>								Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
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<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> <div style="text-align: center; font-weight: bold; padding: 5px;">Provides support services to the DGE Head</div>																															



**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)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
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