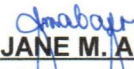


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title LABORATORY TECHNICIAN II	
2. ITEM NUMBER		3. SALARY GRADE	
LABT2-I-2002		8	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
☐ Province ☒ City ☐ Municipality ☐ 1st Class ☐ 2nd Class ☐ 3rd Class ☒ 5th Class ☐ 6th Class ☐ Special			
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
N.A		18,251	2,000/ACA PERA
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			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
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	Occasional	Frequent
Executive / Managerial	☐	☐	General Public
Supervisors	☐	☐	Other Agencies
Non-Supervisors	☒	☐	Others (Please Specify):
Staff	☒	☐	
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
Completion of two years Studies in college	1 year	4 hours relevant training	Laboratory Technician MC10 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 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
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:		
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.  JANE M. ABAPO 11/10/2020 Employee's Name, Date and Signature  ELIZABETH S. QUEVEDO 11/10/2020 Supervisor's Name, Date and Signature		