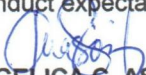


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>LABORATORY TECHNICIAN II</div>		
<div>2. ITEM NUMBER</div> <div>VISCAB- LABT2-34-2005</div>			<div>3. SALARY GRADE</div> <div>8</div>		
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To conduct instruction, research and extension			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant bachelor degree	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
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. 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 effeciently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback. emerging technologies and new direction.			2
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			1
21g. Technical Competencies			Competency Level
Provides support and technical services for Department of Soil Science faculty and staff.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	<p>Analyzed soil and plant tissue samples including the following activities:</p> <ul style="list-style-type: none"> a.Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the analysis d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signatures g. released test results <p>h. Operate and maintains lab equipment</p> <p>i. Updating the cost/price of chemicals use in the analysis</p> <p>j. Inventory of Lab equipment and glassware for returned to VSU property office</p> <p>k. Inventory of chemicals and lab supplies</p> <p>Assist lab instructors/students in the following:</p> <ul style="list-style-type: none"> a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials 	2	
40%		2	
5%	Performs administrative functions (if applicable)	2	
5%	<p>Performs other functions, among others:</p> <ul style="list-style-type: none"> a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President 	2	

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.


ANGELICA C. ASOY 01/04/22
Employee's Name, Date and Signature


SUZETTE B. LINA
Supervisor's Name, Date and Signature