	POSITION TITLE (as approved by authorized agency) with parenthetical title LABORATORY TECHNICIAN II	
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		
2. ITEM NUMBER	3. SALARY GRADE	
VISCAB- LABT2-34-2005	8	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GO	OVERNMENTAL UNIT AND CLASS	
☑ City ☐ 2r ☐ Municipality ☐ 3r	st Class	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY	OFFICE OF THE PRESIDENT	
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK	
DEPARTMENT OF SOIL SCIENCE	VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED 12. OTHER	
N/A N/A	18, 251.00 ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DSS	Dean, College of Agriculture and Food Sciences	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI		
	only by their item numbers and titles)	
POSITION TITLE 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA	ITEM NUMBER	
Turn have affirm a property as	poratory equipments, glassware	
17. CONTACTS / CLIENTS / STAKEHOLDERS		
17a. Internal Occasional Freque Executive /	ent 17b. External Occasional Frequent General Public	
Executive /	Other Agencies	
Non-Supervisors	Others (Please Specify): admin offices	
Staff	and conservations and	
18. WORKING CONDITION	Control of the Contro	
Office Work Field Work	Other/s (Please Specify)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION O	F THE UNIT OR SECTION	
To conduct instruction, research and extension	The migraph can replicate the major to the second s	

	To conduct instruction, research		
OUAL IEICATION S	·		•
QUALIFICATION ST 21a. Education	21b. Experience	21c. Training	21d. Eligibility
elevant bachelor	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
degree		A CONTRACTOR OF THE PROPERTY O	NONE REGUITES
21e. Core Compete	encies		Competency Leve
	Professionalism - demonstrates high standards of professional	behaviour, adhering to ethical as	
s moral principles, value	s, and standards of public office		2
livering Service Excellen	ce - Complies with VSU's established standards of service de	livery for customer satisfaction	
g		* 1374	2
mmunication Savy - Effe	ctively delivers messages that simply focus on facts or informa	tion;	2
erpersonal relationship n	nanagement - Effectively communicates and interacts with coll	eagues, customers and clients	
vork well in a team to ach		ouguos, ouotornoro una onorno,	2
nange Adaptation - Work	s effectively with a variety of people and situations and adapts	one's thinking, behaviour and style	_
priately in dealing with cl	hange.		2
ender-responsive management - Promotes gender equality and women empowerment to address gender-related			
ems	10 DEN BOLLKOOMB AL		1
21f. Functional Cor			Competency Leve
	elops, formulates and reviews for enhancement processes, po		2
	activities, or projects, in order to ensure work is accomplished pt measures to drive compliance; be proactive in responding to		
	on experience, feedback, emerging technologies and new dire		
	WAS TRAINED STANFORDS	The Market Control	
-	s implementation of effective identification of hazards in the wo		1
	paredness and responding by conducting a periodic safety ins		
gency drills in accordanc	e with RA 10121 to ensure safety of residents, faculty and staf	f of any risk.	
		TOTAL CONTRACTOR OF THE PERSON	the appropriate the state of
cupational Health and Sa	afety Management - Ensures implementation of effective healt	h and safety of workers in the	1
	afety Management - Ensures implementation of effective healt SU Safety Committee and conducting seminar workshops such		1
place through creating VS	SU Safety Committee and conducting seminar workshops such		Compatency Layer
	SU Safety Committee and conducting seminar workshops such		Competency Leve
olace through creating VS	SU Safety Committee and conducting seminar workshops such	n that all faculty and staff will be	Competency Leve
21g. Technical Cor	SU Safety Committee and conducting seminar workshops such	ence faculty and staff.	
21g. Technical Cor Provides support STATEMENT OF D	npetencies and technical services for Department of Soil Scientific Scientif	ence faculty and staff will be	2
21g. Technical Cor Provides support	npetencies and technical services for Department of Soil Scient (State the duties and responsible)	ence faculty and staff will be ence faculty and staff. ipetencies)	2
21g. Technical Cor Provides support STATEMENT OF D	and technical services for Department of Soil Scientific Scientifi	ence faculty and staff will be ence faculty and staff. ipetencies)	2
21g. Technical Cor Provides support STATEMENT OF D	and technical services for Department of Soil Scientific Scientifi	ence faculty and staff will be ence faculty and staff. spetencies) lities here:) lowing activities:	2
21g. Technical Cor Provides support STATEMENT OF D	and technical services for Department of Soil Scientific Scientifi	ence faculty and staff will be ence faculty and staff. spetencies) lities here:) lowing activities:	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the folia. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data	ence faculty and staff will be ence faculty and staff. apetencies) lities here:) lowing activities:	2
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the folia. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature	ence faculty and staff will be ence faculty and staff. apetencies) lities here:) lowing activities:	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the folia. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data	ence faculty and staff will be ence faculty and staff. apetencies) lities here:) lowing activities:	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the folia. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature	ence faculty and staff will be ence faculty and staff. apetencies) lities here:) lowing activities:	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the following as the plant of soil scientification (Property of State the duties) and responsible (Property of State the duties) and responsible (State	ence faculty and staff will be ence faculty and staff. spetencies) lities here:) lowing activities: ss	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the folia. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature g. released test results h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analysis and the analysis and the analysis and for drying the cost/price of chemicals use in the analysis and the analysis and the analysis and the cost/price of chemicals use in the analysis and the analysis analysis and the analysis and the analysis and the analysis analys	ence faculty and staff will be ence faculty and staff. petencies) lities here:) lowing activities: ysis	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsible). Analyzed soil and plant tissue samples including the folia. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature g. released test results h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analys j. Inventory of Lab equipment and glassware for returne	ence faculty and staff will be ence faculty and staff. petencies) lities here:) lowing activities: ysis	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsible) Analyzed soil and plant tissue samples including the folia. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature g. released test results h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analys j. Inventory of Lab equipment and glassware for returne k. Inventory of chemicals and lab supplies	ence faculty and staff will be ence faculty and staff. petencies) lities here:) lowing activities: ysis	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scient Scien	ence faculty and staff will be ence faculty and staff. petencies) lities here:) lowing activities: ysis	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientific Scientifi	ence faculty and staff will be ence faculty and staff. petencies) lities here:) lowing activities: ysis	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scient Scien	ence faculty and staff will be ence faculty and staff. petencies) lities here:) lowing activities: ysis	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the following samples for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature g. released test results h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analys j. Inventory of Lab equipment and glassware for returne k. Inventory of chemicals and lab supplies Assist lab instructors/students in the following: a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials	ence faculty and staff will be ence faculty and staff. petencies) lities here:) lowing activities: ysis	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsibilities and plant tissue samples including the following: Analyzed soil and plant tissue samples including the following: Analyzed soil and plant tissue samples including the following: Analyzed soil and plant tissue samples including the following: Checked & lab coding of samples received b. issue billing slips for lab accounts Checked & lab coding of samples needed for the anal d. Weighing samples for analysis and for drying Computation and consolidation of data f. Encoding and typing of test results ready for signature g. released test results h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analys j. Inventory of Lab equipment and glassware for returne k. Inventory of chemicals and lab supplies Assist lab instructors/students in the following: a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials Performs administrative functions (if applicable)	ence faculty and staff will be ence faculty and staff. petencies) lities here:) lowing activities: ysis	2 Competency Leve
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification of Soil Scientification (State the duties and responsibility). Analyzed soil and plant tissue samples including the following a.Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature g. released test results h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analys j. Inventory of chemicals and lab supplies Assist lab instructors/students in the following: a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials Performs administrative functions (if applicable) Performs other functions, among others:	ence faculty and staff will be ence faculty and staff. ipetencies) ilities here:) lowing activities: ysis is d to VSU property office	2 Competency Leve
21g. Technical Core Provides support STATEMENT OF Dentage of Working Time 50%	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the following signs for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature g. released test results h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analys j. Inventory of Lab equipment and glassware for returne k. Inventory of chemicals and lab supplies Assist lab instructors/students in the following: a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials Performs administrative functions (if applicable) Performs other functions, among others: a. Performs functions relative to committee membershi assignments including related to quality assurance and	ence faculty and staff will be ence faculty and staff. ipetencies) ilities here:) lowing activities: ysis is d to VSU property office	2 2 2 2
21g. Technical Cor Provides support STATEMENT OF D centage of Working Time	and technical services for Department of Soil Scientification (State the duties and responsible Analyzed soil and plant tissue samples including the following signs for lab accounts c. Prepare glassware and reagents needed for the anal d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signature g. released test results h. Operate and maintains lab equipment i. Updating the cost/price of chemicals use in the analys j. Inventory of Lab equipment and glassware for returne k. Inventory of chemicals and lab supplies Assist lab instructors/students in the following: a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials Performs administrative functions (if applicable) Performs other functions, among others: a. Performs functions relative to committee membershi	ence faculty and staff will be ence faculty and staff. ipetencies) ilities here:) lowing activities: ysis is d to VSU property office	2 Competency Leve

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