

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 1		
2. ITEM NUMBER N/A			3. SALARY GRADE 6		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT STATE UNIVERSITY & COLLEGES			6. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION Department of Computer Science and Technology			8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT N/A		10. PREVIOUS APPROP ACT N/A		11. SALARY AUTHORIZED 17,553	
12. OTHER COMPENSATION ACA PERA 2000					
13. POSITION TITLE OF IMMEDIATE SUPERVISOR MAGDALENE C. UNAJOAN / Department head			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR JANETT C. BENCURE / 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 Computer units, Laptop, Printer, Cabling & Networking etc.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):					
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION To provide instruction					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**Computer Technician at the Department****21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Computer Technician Completion of 2 years studies in college	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. 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. 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
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	Maintain and repair all laboratory equipments at the DCST Computer laboratory.	1
20%	Assist instructor and students during laboratory classes.	1
10%	Assist the needs of the students at the Department.	1
20%	Repair of Computer Laptop and Printer etc. from other Department / Offices.	1
100%		

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.


DIONESIO I. ESTUPA
Employee's Name, Date and Signature


MAGDALENE C. UNAAN
Supervisor's Name, Date and Signature