



Republic of the Philippines
BATANGAS STATE UNIVERSITY

The National Engineering University

Pablo Borbon Campus

Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 406-8800 / (+63 43) 779 – 8400 loc. 1804 / 1805

E-mail Address: recruitment.pb@g.batstate-u.edu.ph | Website Address: <http://www.batstate-u.edu.ph>

Human Resource Management Office

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following position:

One (1) Science Laboratory Technician – SG 6

(Under Job Order Status, to be assigned under the Integrated School, BatStateU – Pablo Borbon Campus)

Education: Graduate of any science related courses

Experience: At least one (1) year of experience with laboratory or technology skills

Competencies: Knowledge of supplies, equipment, and/or services ordering and inventory control; Ability to prepare stock chemicals according to given standards; Ability to communicate effectively, both orally and in writing; Ability to analyze and solve problems; Knowledge of the use and maintenance of laboratory facilities and/or equipment; Knowledge of laboratory and experimental protocols and procedures; Ability to read, understand, follow and enforce safety procedures; Ability to provide technical guidance and training to end users; Knowledge of teaching laboratory materials receiving and storage procedures; Ability to utilize, calibrate, configure and/or troubleshoot laboratory equipment and instruments; Knowledge of laboratory operations and/or procedures; Knowledge of chemical, hazardous waste, industrial hygiene, and/or environmental health standards; Ability to enforce laboratory safety.

Eligibility: None Required

Monthly Salary: 119.68/hr.

DUTIES AND RESPONSIBILITIES:

1. Responsible in the safe keeping of all glassware, materials, equipment and other documents.
2. Prepare needed materials for laboratory experiments, documents and other required reports.
3. Check and monitor the all the equipment's, materials and glassware's in good condition.
4. Report any of defective materials, piece or problem.
5. Ensure the availability of required glassware, materials equipment and solution.
6. Assisting the faculty in the preparation of laboratory apparatus/equipment and chemical reagent to be used during laboratory hours;
7. Preparing documents needed in the laboratory (laboratory manual, borrower slips and other related documents);
8. Conducting regular inventory of the laboratory apparatus and equipment;
9. Preparing request for the maintenance and calibration of laboratory equipment;
10. Preparing request for the purchase of all the needed laboratory equipment;
11. Releasing, receiving, labeling and safety storing of all laboratory equipment and supplies;
12. Organizing and storing chemicals in accordance with safety and other requirements;
13. Maintaining equipment records and daily work logs;
14. Maintaining the orderliness and cleanliness of the laboratory;
15. Implementation of 5s within the work area;
16. Perform other duties and responsibilities assigned by the immediate head and other higher authorities of the University.

Interested applicants may send their application thru: http://emc2.batstate-u.edu.ph/hr/publics/job_view/2419 and look for **(1) Science Laboratory Technician to be assigned under the Integrated School of BatStateU – Pablo Borbon Campus** job posting.



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Submission of application is from **July 01 – July 10, 2024**

Below are the following application requirements:

1. Application Letter addressed to:

Dr. EXPEDITO V. ACORDA

Chancellor

Batangas State University, Pablo Borbon Campus

Thru: Asst. Prof. SHIRLYNE M. GUHIT

Head, HRMO – Pablo Borbon

2. Updated resume and fully accomplished Personal Data Sheet (with recent passport-sized picture, CS Form No.212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Scanned copy of work experience sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of Eligibility/License/Ratings (if any);
7. Scanned copy of other credentials:
 - *Certificate/s of Employment (if previously employed)*
 - *Relevant certificate of Training/Seminars attended (for webinars, kindly submit proof of registration or attendance aside from the certificate, for verification).*

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 779-8400 loc. 1804/1805.