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University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #654

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
LABORATORY TECHNICIAN II	8-1	NATIONAL INSTITUTE OF PHYSICS, COLLEGE OF SCIENCE	LABT2-178-1998	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LABORATORY TECHNICIAN MC NO. 10., S. 2013 CATEGORY II	14 December 2018

### **DUTIES & RESPONSIBILITIES:**

*\* Prepare equipment before lessons; \* Liaise with academic staff to discuss timetables, equipment requirements and work plans; \* Run trials of experiments prior to class and then demonstrating techniques for experiments; \* Design and fabricate wood-based demonstration equipment; \* Maintain, repair, and rehabilitate equipment and laboratory apparatus; \* Record keep, e.g. for students' practical sessions, tracking methods, results, etc; \* Ensure that equipment is properly cleaned and other materials are appropriately stored; \* Catalog audiovisual resources and making them available when requested; \* Support the work of teachers in classes and give technical advice to staff and students; \* Manage the stock control of equipment; \* Ensure that all health and lab safety procedures are understood and followed correctly by staff and students*

### ***Interested applicants must:***

- a) Download and fully accomplish the New RSS Form revised 2018 at [http://hrdo.upd.edu.ph/NEW\\_RSS\\_FORM\\_revised\\_15Aug2018.xlsx](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [hrdorecruitment.upd@up.edu.ph](mailto:hrdorecruitment.upd@up.edu.ph)
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
  1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
  2. Fully accomplished PDS ([http://hrdo.upd.edu.ph/PDS\\_2017a.xlsx](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx))
  3. Performance rating in the last rating period (if applicable);
  4. Photocopy of certificate of eligibility/rating/license;
  5. Photocopy of Transcript of Records;
  6. Photocopy of relevant training certificates; and
  7. Photocopy of employment certificates

**AUGUSTUS C. RESURRECCION, Ph.D.**

*Deputy Director, HRDO*

6 December 2018

**NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**