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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #616

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
LABORATORY TECHNICIAN II	8-1	DEPARTMENT OF CHEMICAL ENGINEERING, COLLEGE OF ENGINEERING	LABT2-271-1998	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	11 December 2018
DUTIES & RESPONSIBILITIES:								
* Maintaining of facilities in the Chemical Engineering Laboratory and Biochemical Engineering Laboratory, including utilities; * Preparing inventories of equipment, chemicals and wastes; * Providing assistance in the maintenance of equipment; * Providing assistance to faculty and students in the installation of experimental set—ups, as requested; * Providing assistance to the System administrator in computer hardware maintenance; * Acting as safety marshal in the case of fire and earthquake emergencies; * Supervising of Laboratory Technician 1								

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 and send it to 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) and Work Experience Sheet (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
28 November 2018

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