

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #89

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>LABORATORY TECHNICIAN II</b>	8-1	COLLEGE OF HOME ECONOMICS	LABT2-184-1998	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	<b>11 February 2019</b>

**DUTIES & RESPONSIBILITIES:**

*\* Issues laboratory equipment, chemicals and reagents, glasswares, and other supplies; \* Ensures safety of laboratory users by regularly checking the exhaust fans, hood and electrical outlets. gas pipes and oven/burners and putting chemicals in their proper places; \* Takes charge of the maintenance of equipment and facilities in the laboratory and perform minor repairs of equipment, fixtures and other kinds of repairs needed in the area of assignment; \* Helps supervise students who are performing follow-up activities on lab equipment and doing special problems in preparation for their thesis; \* Submits ending inventory report of glasswares, lab equipment and supplies; \* Submits semestral ending report on unsettled accountabilities of students, faculty and staff to the Department through the Faculty-in-Charge; \* Does canvass, order/purchases culture media, reagents, glasswares and other supplies in the laboratory; \* Receives glasswares and other laboratory supplies returned by students; \* Maintains cleanliness and orderliness in the laboratory; \* Helps students set-up equipment during laboratory period; \* Perform other tasks/function assigned by the DFSN from time-to-time*

**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*

31 January 2019

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