



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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 positions:

**1. One (1) Administrative Aide VI (Chemistry / Physics Laboratory Technician)**

**(Under Job Order Status; To be assigned at BatStateU - Lemery)**

**Education:** Bachelor's Degree in Chemistry or related field

**Experience:** At least two-year experience as laboratory technician or relevant experience in a lab environment

**Expertise:** Strong computer skills; Microsoft office or related software.

**Salary Grade 6** – (105.85/hour)

**Duties and Responsibilities:**

- Take notes, record data, and results, and organize documentation.
- Transfer data and results from notes and records to computer formats.
- Organize and maintain lab storage, samples and specimens.
- Follow all health and safety regulations when handling laboratory specimens.
- Identify and label samples.
- Prepare equipment and workspace.
- Perform clerical and administrative duties as needed.
- Compile research and information needed for study.
- Conduct laboratory tests, analyze, and categorize results.
- Record and document analysis results; report results and variations to supervisor.
- Comply with all lab procedures, processes, and methodologies.
- Sanitize and sterilize equipment and workspace.
- Research industry trends and advancement.
- Assists faculty members and administration with additional duties as needed.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at [batstateurecruitment@gmail.com](mailto:batstateurecruitment@gmail.com). Submission of application is on **December 15, 2020 to December 24, 2020**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.