



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

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 (Laboratory Technician)**
(Under Job Order Status; To be assigned at BatStateU - Lemery)
Education: Bachelor's Degree in Technology 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:

- Conducts Inventories, orders, receives, and stocks of materials, supplies, and equipment for laboratory use.
- Maintains records and issues materials and equipment loaned by students, instructors, and other departments.
- Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment.
- Assists in maintaining security of laboratories, laboratory equipment, supplies and materials.
- Troubleshoots, repairs, calibrates and designs circuits and fabricates electronic test equipment.
- Identify and labels materials and equipment.
- Performs clerical and administrative duties as needed.
- Comply with all the lab procedures, process and methodology.

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 batstate Recruitment@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.