



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) UNIRA / Laboratory Analyst – SG 12  
(Under Job Order Status; To be assigned at the Analytical Research Center,  
BatStateU)**

**Education:** Graduate of BS Chemistry or any relevant degree.

**Experience:** Licensed Chemist/Licensed Chemical Technician; Six months to one year relevant experience in quality control or testing laboratory.

**Expertise:** Knowledgeable in Good Laboratory Practices, GHS Labelling and Chemical Waste Management Practices; Knowledgeable in method development and optimization techniques and procedures using HPLC and GCMS.

**Salary Grade 12 – (167.01/hour)**

**Duties and Responsibilities:**

- Coordinate with the Center Head on the preparation of technical and documentary requirements for the operation of the Analytical Research Center.
- Conduct laboratory test and analysis as maybe required the Center Head in accordance with the prescribed methods and protocols.
- Assist the Center Head in the conduct of method development and procedures for chemical analysis using the available laboratory equipment and instrument.
- Maintains and/or calibrates instrument/laboratory equipment available in the laboratory.
- Prepares chemical lab wares and equipment inventory and submit it to the Center Head.
- Performs the duties and responsibilities of a purchaser limited chemicals, standards, laboratory supplies and equipment.
- Records the approved analytical services request and submit them to the Center Head.
- Entertains technical inquiries from internal and external clients.
- Maintain good housekeeping and ensures proper chemical waste disposal.
- Performs miscellaneous activities appropriate to general laboratory set-up i.e., general instructions, personal and laboratory safety, GHS Labelling of chemicals.
- Checks and/or monitor equipment in the laboratory and office are in good working condition.
- Reports to the Center Head any damaged, non functioning equipment faulty wiring leaky faucets and other related cases that will hinder the activities in the laboratory.
- Perform related tasks that maybe assigned from time to time.

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 **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for UNIRA / Laboratory Analyst**. Submission of application is only from **May 05, 2021 to May 14, 2021**.

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.