HUMAN RESOURCE MANAGEMENT OFFICE
Pablo Borbon

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:

One (1) Laboratory Technician

(Under Job Order Status; To be assigned at the ICT Services Office, BatStateU–Rosario)

Education: Bachelor's Degree in computer-related field such as computer science, computer technology, computer engineering, or information technology.
Experience: At least with one (1) year related experience.
Expertise: Computer hardware, Computer Lab operations, troubleshooting, Computer Software, Software Applications, Computer System, Technical Support
Eligibility: None required

Salary Grade 6 – 110.45/hour

Duties and Responsibilities:

- Protects the computer from bugging down (system crashes).
- Upgrades the computer system both hardware and software.
- Protects computers from different viruses.
- Designs and Develops necessary Information System Application.
- Monitors internet connection in the campus.
- Ensures the efficiency and functionality of the system unit.
- Systematizes the use of the computer and internet laboratories.
- Suggests procurement of the necessary instructional equipment in the ICT.
- Monitors and Maintain Computers in different offices.
- Assists Faculty and Students in using Internet and Computer Laboratories.
- Updates of Student Information on BSU Id System.
- Updates Inventory of ICT Equipment using ICT Inventory System.
- Distributes of Newly Printed Identification Cards.
- Updates Student ID Request on ID Request Record System
- Requests for Reprinting of Identification Cards to ICT Office
- Maintains Database Servers, Office File Servers and Application Servers of the Campus
- Designs a plan for wiring of Local Network Cables
- Monitors the status of CCTV Cameras
- Develops a Back-up, Restore and Recovery System for every Office Computer Units
- Researches new Technologies which could apply to the ICT Office for more advancement of work.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Roldan Ragot, Head of HRMO,** together with your updated resume, transcript of records and othercredentials (i.e., Certificate/s of Employment and Certificate/s of Seminars and Trainigs) at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Laboratory Technician.** Submission of application is only from **June 30, 2021 – July 9, 2021.**

1. Fully accomplished Personal Data Sheet (with recent passport-sized picture(CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Scanned copy of certificate of eligibility/rating/license;
4. Scanned copy of Transcript of Records;
5. Scanned copy of Diploma;
6. Scanned copy of other credentials.
   -Certificate of Seminar/Trainings attended; and
   -Certificate of Employment (if previously employed).

The above position is for immediate hiring. Terms and condition of employment will bediscussed during interview. For additional information you may also call 980-0385 local 1804.