



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) 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 **June 07, 2021 – June 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.