



Republic of the Philippines

BATANGAS STATE UNIVERSITY

Batangas City

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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:

1. One (1) Medical Laboratory Technician II

(Under Job Order Status; to be assigned at the College Medicine, BatStateU –

Pablo Borbon)

Education: Degree on any health related program

Experience: At least 2 year work experience

Expertise: Computer, Calibration of Equipment, Technical Resource

Eligibility: None required

Salary Grade 10 – 144.58/ hour

Duties and Responsibilities:

- Organizes work by matching computer orders with equipment labeling & keeping work surfaces clean and orderly and dispose wastes appropriately.
- Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; monitoring quality control measures and protocols.
- Serves as technical resource by participating in staff training; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Provides assistance in various functions of laboratory, and instructor/learner's needs.
- Contributes to a safe and secure environment for learners and co-workers by following established standards and procedures; complying with legal regulations.
- Maintains laboratory information confidential.
- Performs quality control and calibrate equipment if necessary and maintain equipment in proper working order
- Practices safe work habits, including complying with all safety, health, and environmental rules and regulations
- Ensures laboratory supplies sufficiently stocked.
- Identifies quantities required to support inventory functions.
- Provides guidance to teaching faculties and students on how to use laboratory facilities in an appropriate and safe manner.
- Serves as safety officer for teaching laboratory; stays in lab to oversee safety during scheduled teaching time.
- Keeping up to date with relevant scientific and technical developments.
- Maintains and update laboratory notebooks to ensure conformance to test procedures and specifications.
- Makes a monthly or end semester report.
- Reports to his/her immediate supervisor (Dean)

2. One (1) Education Program Supervisor III (EPS)

(Under Job Order Status; to be assigned at the College Medicine, BatStateU –Pablo Borbon)

Education: Degree on any health related program

Experience: At least 2 year work experience

Expertise: Computer, Communication, Office management, Coordination with linkages, monitoring of records

Eligibility: None required

Salary Grade 12 – 177.63 / hour

Duties and Responsibilities:

- Conducts periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.
- Develops together with College M&E the mechanisms, processes, and tools for monitoring, curriculum implementation, and articulation (including vertical and horizontal integration) in the College Department to gauge adherence to standards while implementing innovations.
- Submits Progress Monitoring Report of College Department Curriculum Implementation and Management per Subject area.
- Submits Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
- Conducts an evaluation of College Department Instructional Supervision Plan Implementations and submits policy recommendations towards process improvement.
- Develops and implements advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
- Develops and submits Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
- Develops training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the College Department.
- Submits reports and findings on curriculum innovations and localization by College Department for appropriate management action.
- Conducts research on Curriculum Localization to widen the pool of knowledge and application to the region.
- Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by College Department and schools.
- Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the College Departments and schools for learning and adoption.
- Leads or works as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum.
- Leads or works as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
- Gathers results of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
- Drafts policy recommendations related to improving learning outcomes based on findings from studies and reports.
- Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
- Drafts policy recommendations on curricular support activities for regional adoption.
- Conducts action research on curriculum implementation, needs, and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.
- Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions.
- Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
- Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

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**, with the subject **ATTN: Medical Laboratory Technician II / Education Program Supervisor III (EPS)**. Submission of application is only from **September 8, 2021 – September 17, 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 be discussed during interview. For additional information you may also call 980-0385 local 1804.