



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY ALANGILAN**  
Alangilan, 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) Laboratory Technician**

**(Under Job Order Status; To be assigned at CEFAA, BatStateU Alangilan)**

**Education:** Graduate of Engineering or Technology

**Experience:** At least 6 months experience in Mechanical/PetE Laboratory Activities

**Expertise:** Proficient in Microsoft Office, Computer and technical skills, Verbal and written communication, Technology Skills

**Eligibility:** Laboratory Technician (MC 10, s2013-Cast. II)

**Salary Grade 6– (110.45/hour)**

**Duties and Responsibilities: (in Mechanical/Petroleum Engineering Laboratory Technician)**

- Set up laboratory equipment to ensure successful delivery of teaching sessions, in support of the class instructor;
- Prepare materials and instrumentations, following standardized formulas or experimental procedures;
- Liaise with relevant faculty and instructors regarding laboratory sessions;
- Ensure the accurate inventory of lab equipment and materials and maintain required consumable levels in-line with teaching requirements;
- Ensures safety and maintenance of equipment, materials, and laboratory at all times;
- Perform other technical duties related to laboratory activities as required;
- Provide technical assistance to faculty and students;
- Support lab sessions in mechanical engineering-related disciplines;
- Be available in the laboratory to support students during scheduled sessions;
  - Ensure that equipment for experiments is present, correct and in good safe working order;
  - Calibrate equipment/devices to ensure that measurements taken are accurate; and
  - Troubleshoot faculty equipment, and repair or provide replacements to allow experiments to continue.
- Attend training courses on the wide-ranging health and safety regulations pertaining to the work carried out in the laboratory and to complete further training, as necessary;

- Work closely with and provide support for final year students and their supervisors on undergraduate experimental projects that utilize electrical equipment and devices; and
- Perform preventive and corrective maintenance in the laboratory.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than, January 30, 2022.**

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo, thru Engr. Suzette M. Mercado, Head of HRMO**, together with your updated resume, and other credentials at **recruitmentand hiring.alangilan@g.batstate-u.edu.ph with the Subject - ATTN: Application as Laboratory Technician- CEFA. Submission of application is only from January 21, 2022 to January 30, 2022.**

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 2105.