



(As of February 21, 2024)

Invite applicants for

LABORATORY TECHNICIAN *(Contract of Service)*

For the College of Engineering with the following **QUALIFICATIONS**:

- **Education** : BS Mechanical or Civil Engineering graduate
- **Experience** : at least one (1) year of relevant working experience and four (4) hours of relevant training
- **Skills** : has excellent laboratory skills and with strong instrumentation background
- **Others** : Laboratory Technician Eligibility (CSC MC no. 10, s. 2013 NC II)

DUTIES and RESPONSIBILITIES:

- Maintain updated inventories and other stocks and resources needed by the laboratories;
- Perform calibration and maintenance works in appropriate frequency for mechanical engineering laboratory apparatus and materials testing equipment to ensure long-term functionality and accuracy of such resources;
- Assist during laboratory set-up and experimentation including scheduling of equipment utilization;
- Oversee the safety and security of the laboratory equipment;
- Maintain and supervise laboratory rooms in a clean and orderly condition;
- Operate and use variety of technical and sophisticated equipment; lead the training of faculty handling laboratory subjects;
- Facilitate the procurement of laboratory supplies, chemicals and equipment in coordination with other laboratory staff and Administrative Officer; and
- Perform other related functions.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Teody C. San Andres**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by a government agency);
4. Performance rating in the last rating period (for private companies/institutions) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records and Diploma
 - Seminar / Certificates attended for the last five (5) years (if any);
 - Certificate/s of Employment signed by the previous employer.

NOTE:

1. The University highly encourages all interested **QUALIFIED** applicants including persons with disabilities (PWD), members of indigenous committees, and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.
2. The applicants will not be discriminated against on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

3. Qualified applicants are advised to send their applications to conrad.esguerra@bulsu.edu.ph.

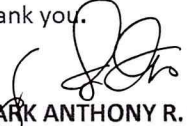
The deadline for application is until **February 25, 2024**.

Please be reminded that the allocation and assignment of points shall be based on the documents/evidence submitted.

In line with the IATF guidelines, the CHRMO strictly takes precautionary measures and will do the hiring process online.

Please be guided accordingly.

Thank you.


MARK ANTHONY R. LODRIGITO
Director 