



# LABORATORY TECHNICIAN II

7 August 2025  
DEADLINE OF SUBMISSION

College of Medicine

PLANTILLA ITEM NO. UPSB-LABT2-234-1998

SG 8 ₱21, 448.00 monthly

## MINIMUM QUALIFICATIONS

**EDUCATION:** Completion of two years studies in college (prior to 2018), OR  
Completion of Grade 12/Senior High School (starting 2016)\*

\*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015

**EXPERIENCE:** One (1) year relevant experience;

**TRAINING:** Four (4) hours of relevant training;

**ELIGIBILITY:** Laboratory Technician (MC II, s. 96-Cat. II), as amended

**COMPETENCIES: Core (Level 2)** Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making; **Technical (Level 2)** - Attention to Detail, Computer Literacy, Writing and Speaking Effectively, Interpersonal Skills, Service Delivery, Data/Records Management, Generating Reports and Documentation, Meeting Support Administration.

## DUTIES AND RESPONSIBILITIES

Answer office inquiries and provide assistance related to computer related issues, technical support, and office files from faculty and administrative staff of the department. Assists faculty members and students on projection of presentations during seminars, classes, class demonstrations, research projects and student laboratory work. Prepare materials needed for learning unit course/laboratory works for faculty and medical students. Back-up all the necessary electronic files for safety measures and update computer system software in department. Conduct inventory list for serviceable and unserviceable laboratory instruments, equipment, and other materials in the department. Checks and responds to official email communication. Perform other duties as may be assigned by the faculty

## APPLICATION DOCUMENTS

- Letter of Application;
- Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [hrdo.upm.edu.ph](http://hrdo.upm.edu.ph);
- Fully accomplished **Work Experience Sheet (WES)** with signature;
- Performance rating in the last rating period (If applicable);
- Photocopy of certificate of employment and training;
- Photocopy of certificates of eligibility/rating/license;
- Photocopy of Transcript of Records and Diploma;
- Cover letter identifying and summarizing all public service activities and impact of the activity, and;
- Certificate issued by the organizing institution/office/group(e.g. certificate of participation).

**QUALIFIED APPLICANTS** should address their Letter of Application to:

**MA. JANELLE D. GABION**, Administrative Officer IV, HRDO, 8th Flr. PGH Building, Taft Avenue, Manila



Scan for **Online Application Form**; Or you may also apply thru **walk in** at the HRDO Office, 8th floor, PGH Central Block Building, Taft Avenue, Manila.

**ONLY COMPLETE DOCUMENTS WILL BE ENTERTAINED.**