



MEDICAL TECHNOLOGIST II

College of Dentistry, U.P. Manila

PLANTILLA ITEM NO. UPSB-MDTK2-177-1998

SG 15 P40, 208.00 monthly

11 July 2025

DEADLINE OF SUBMISSION

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree in Medical Technology or Bachelor of Science in Public Health;
EXPERIENCE: One (1) year relevant experience;
TRAINING: Four (4) hours of relevant training;
ELIGIBILITY: RA 1080

COMPETENCIES: Core (Level 3, Advanced) Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making; **Leadership (Level 3, Advanced)** Building Collaborative and Building Capabilities; **Technical (Level 3, Advanced)** Attention to Detail, Computer Literacy, Good technical and communication skills/Interpersonal Skills, Service Delivery, Managing Work, Data/Records Management.

DUTIES AND RESPONSIBILITIES

Prepares reagents and issues supplies, materials, equipment, and instruments needed during Biochemist Laboratory sessions. Maintains, safeguards, and conducts regular inventory of reagents, supplies, equipment, and instruments in the Biochemistry Laboratory. Prepares requisitions for supplies and materials needed in the Biochemistry Laboratory. Supervises the cleanliness and orderliness of the Biochemistry Laboratory and its facilities. Monitors and supervises the working conditions of the three (3) laboratories under the Department of Basic Dental Health Sciences and submits monthly reports to the Department Chair and the Administrative Officer. Assists the Building Administrator/Manager in monitoring the condition of the building and its facilities, including Job Order Requests (JORs), and submits a monthly report to the Administrative Officer. Facilitates the disposal of condemned or unserviceable property of the college. Coordinates with the Property Officer in conducting scheduled physical inventory of all college property and maintains comprehensive property records/masterlists. Inspects regular purchases of the college. Performs other tasks assigned by the immediate supervisor and/or the Dean.

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;
- 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.