



LABORATORY TECHNICIAN II

27 October 2025
DEADLINE OF SUBMISSION

College of Arts and Sciences

PLANTILLA ITEM NO. UPSB-LABT2-221-1998

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 **Technical (Level 2)** - Attention to Detail, Computer Literacy, Interpersonal Skills, Service Delivery.

DUTIES AND RESPONSIBILITIES

Laboratory and Office Management. Records and Data Management. Financial and supply assistance. Safety and compliance. Other duties assigned.

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.