

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS NO. 2022-16

POSITION	UNIT/OFFICE	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
One (1) Laboratory Technician III SG-10	Philippine Genome Center	UPSB-LABT3-20-2021	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	Laboratory Technician (CSC MC 10, s. 2013 – Category II)	07 July 2022
1. Assist on basic molecular biology experiments such as DNA/RNA Extraction, PCR, Capillary Sequencing, etc. 2. Receive and encode client samples as well as perform first pass quality control 3. Assist in organizing and monitoring laboratory supplies and reagents 4. Arrange and file documents such as client and sample details as well as ensuring that they are linked in the laboratory information system 5. Helps and maintain laboratory upkeep and cleanliness							

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit through email at hrdo.upsystem@up.edu.ph:

Required Documents:

1. Letter of application addressed to Prof. Ariel S. Betan
2. CS Form No. 212 Revised 2017: Personal Data Sheet (PDS) with attached Work Experience Sheet
3. Photocopy of Scholastic Record/Academic Record such as diploma **and** transcript of records (TOR)
4. Original copies or certified true copies of Certificates of Employment, Contracts, Appointments, Office Orders or Service Record
5. Photocopy of Training Certificates or Learning and Development Interventions
6. Photocopy of certificate of eligibility/rating/license

Supplemental Documents (if any):

7. Performance Ratings or Certificate of Performance for the last two (2) rating periods (i.e. January to June 2021 and July to December 2021) with at least Very Satisfactory ratings or its equivalent
8. Certificate/s of Awards/Citation/Commendation

Note:

- 1) **Applicants with incomplete Required Documents shall not be considered to be included in the list of qualified candidates.**
- 2) **Submission of Supplemental Documents is encouraged.**
- 3) **Late submission shall not be accepted.**
- 4) **Submission should only be made through email (hrdo.upsystem@up.edu.ph). Walk-in applicants will not be entertained as of this time to secure the health and safety of the applicants and the employees.**


ARIEL S. BETAN

Acting Director, UP System HRDO
and AVP for Administration
27 June 2022