

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS NO. 2022-20

POSITION	UNIT/OFFICE	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
One (1) University Researcher I SG-16	Philippine Genome Center, University of the Philippines System	UNIR1-18-2021	1. MA or MS degree; or 2. AB or BS degree plus 18 units of graduate work completed 3. AB or BS degree	1. None required; or 2. 2 years of experience in mid-level research operations, or as University Research Associate I or II; or 3. 5 years of experience in mid-level research operations, or as University Research Associate I or II	07 July 2022
<p>Job Description</p> <ol style="list-style-type: none"> Maintenance, care, troubleshooting, and usage of 3730xl Capillary Sequencer as well as optimization of other related protocols Perform basic molecular biology experiments such as DNA/RNA Extraction, PCR, Capillary Sequencing, etc. Responsible for troubleshooting of basic molecular biology equipment and optimization of protocols Prepare post-run analysis of basic molecular biology services Perform and assist in quality control of samples Organize and monitor laboratory supplies and reagents Monitor and ensure proper laboratory waste disposal 					
<p>Preference</p> <ul style="list-style-type: none"> At least BS graduate of Molecular Biology, Biology, biochemistry and other related fields With at least 1 year of research and laboratory experience With excellent scientific and technical writing skills With good interpersonal and intrapersonal 					

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:

- Letter of application addressed to Prof. Ariel S. Betan
- CS Form No. 212 Revised 2017: Personal Data Sheet (PDS) and Work Experience Sheet
- Photocopy of Scholastic Record/Academic Record such as diploma **and** transcript of records (TOR)
- Original copies or certified true copies of Certificates of Employment, Contracts, Appointments or Service Record
- Other required documents as specified in the Preference

Supplemental Documents (if any):

6. Photocopy of Training Certificates or Learning and Development Interventions
7. Photocopy of certificate of eligibility/rating/license
8. 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
9. 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
27 June 2022