

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS NO. 2023-04

POSITION	UNIT/OFFICE	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
One (1) University Research Associate I SG-12	Philippine Genome Center	UNIRA1-152-1998	AB or BS degree relevant to the nature of the work in the position	None Required	None Required	None Required	26 January 2023

On Pollution Control (60%)

- Head PGC's pollution control committee (composed of lab representatives who are assigned in waste management of the specific lab) and convene meetings related pollution control matters
- Monitor and ensure documentation of all wastes in PGC
- Coordinate with the Building Engineer and maintenance team on building matters relevant to pollution control such as maintenance and assignment of new temporary waste holding areas, etc.
- Together with the Managing Head, ensure compliance with the requirements of PD 1586, RA 6969, RA 8749, RA 9003, RA 9275, their respective implementing rules, and regulations (IRRs), and other pertinent rules and regulations
- Identify significant environmental aspects and impacts of the establishment's operational activities and recommend possible mitigating measures in the formulation/preparation and/or review of the Environmental Management Plan and Contingency Plan
- Attend to all permitting and registration requirements of the establishment prior to the construction, installation, or operation of pollution sources and control facilities
- Ensure the proper performance, operation, and maintenance of environmental management facilities, systems, or programs of the establishment
- Promptly submit CMRs and SMRs, duly accomplished and signed by the PCOs, approved and certified correct by the Managing Head, and notarized
- Attend, as duly authorized representative of the establishment, technical conferences, hearings, and meetings especially on matters pertaining to pollution cases of the establishment where he/she is employed
- As a liaison officer to EMB, keep himself/herself abreast with the requirements of the Department
- Coordinate regulatory programs and activities with the city/provincial/municipal governments (if applicable)
- Initiate and intensify environmental management activities including awareness campaign within their organization
- Participate in multi-partite monitoring team activities and meetings, where applicable
- Perform other tasks of the PCO as stipulated in DENR AO 2014-02 and other relevant and subsequent implementing rules and regulations.

On Laboratory Operations (40%)

- Assist in the laboratory operations and activities of the Clinical Genomics Laboratory such as:
 - a. Collect and prepare samples (blood, urine, tissue, bacteria, etc.) for testing or analysis
 - b. Examine collected samples and identify results in accordance with existing protocols
 - c. Prepare detailed reports about test results and findings
 - d. Collaborate with pathologist and other medical specialists to determine correct diagnosis
 - e. Maintain a safe and clean working environment by adhering to safety procedures and regulations
 - f. Present test results to physicians, researchers, or patients
- Perform other tasks that may be assigned from time to time

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit through email at hrdorecruitment.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)

Supplemental Documents (if any):

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
7. Performance Ratings or Certificate of Performance for the last two (2) rating periods (i.e. January to June 2022 and July to December 2022) 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 (hrdorecruitment.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
16 January 2023