



# Bulacan State University

## Human Resource Management Office – Main Campus

Invite applicants for:

# (1) Laboratory Technician

## (EMPLOYEE-BY-JOB-ORDER)

### Electronics Engineering Department/College of Engineering (Main Campus, Malolos, Bulacan)

#### QUALIFICATIONS:

<b>Education</b>	:	Completion of at least two years studies in college Preferably has Bachelor's degree in Electronics Engineering or Electronics Technology
<b>Work Experience</b>	:	One year of relevant experience
<b>Training</b>	:	Four hours of relevant training
<b>Skills</b>	:	Preferably with excellent laboratory skills and with strong instrumentation background Preferably an effective team player, meticulous and quality-oriented Preferably knowledgeable in basic electronics processing techniques and operations
<b>Eligibility</b>	:	Licensed Electronics Technician (ECT)

#### COMPETENCIES REQUIRED:

- Computer literate
- Has the ability to multi-task

#### DUTIES AND RESPONSIBILITIES:

- Troubleshoots, upgrades, maintains computer hardware and network server; develops and maintains documentation;
- Plan and schedules software upgrades; test, debugs, configures, and documents software as required to meet user needs;
- Install, administers and monitors network operating system software;
- Loads and configures software utilities or applications used to facilitate the operation of computer;
- Ensures that users have access to network server; implements security precautions and documents procedures;
- Establishes and maintains computer laboratory procedures;
- Installs new equipment and modifies current installations using various manual and power tools such as hand drill, drill press, etc.
- Order and maintains inventory of replacement parts for electronic equipment; maintains warranty, service and repair records; performs quality checks on newly delivered equipment to ensure proper operations;
- Assists in the maintenance of Engineering Laboratory;
- Does related works.

#### ALL APPLICANTS MUST CONTAIN THE FOLLOWING DOCUMENTS (SCANNED):

1. Signed application letter addressed to the University President **Dr. Cecilia N. Gascon**;
2. Comprehensive Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Performance rating in the last rating period (for private companies/institution) / IPCR for government;
5. Scanned copy of the supporting documents:
  - Transcript of Records
  - Diploma
  - Certificate of Grades (number of units earned in Graduate Studies, if applicable)
  - Seminar/Certificates attended within last five (5) years
  - Certificate of Board of Ratings/Eligibility (if applicable)
  - Certificate/s of Employment signed by previous employer

**Note:** The University highly encourages all interested QUALIFIED applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply. The applicants will not be discriminated on the account of age, sex sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

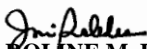
Qualified applicants are advised to send their application with the following documents to [hrmo.main@bulsu.edu.ph](mailto:hrmo.main@bulsu.edu.ph)

**Deadline of application is until June 23, 2022.**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.**

**In line with the IATF guidelines, the HRMO Main Campus is strictly taking precautionary measures and will be doing the hiring process online.**

**Please be guided accordingly.**

  
**MEI CAROLINE M. ROBLES**  
Head for Administration, Main Campus