

(as of November 09, 2022)



# Bulacan State University

## Human Resource Management Office – Main Campus

Invite applicants for:

# (1) MedTech Laboratory Technician

## (EMPLOYEE-BY-JOB-ORDER)

### College of Science

### (Main Campus, Malolos, Bulacan)

#### QUALIFICATIONS:

Education	:	Graduate of Bachelor of Science in Medical Technology
Work Experience	:	None required
Training	:	None required
Skills	:	Skillful in repair and maintenance services of medical technology laboratories
Eligibility	:	None required

#### COMPETENCIES REQUIRED:

- Computer literate
- Has the ability to multi-task

#### DUTIES AND RESPONSIBILITIES:

- Monitors the use of Medical Technology laboratory facilities and utilization of laboratory equipment.
- Implements laboratory safety and management.
- Performs proper segregation and disposal of chemical, biological and hazardous waste products generated from experiments and use of human samples.
- Performs quality control to monitor chemicals/reagents' stability and suitability for use.
- Laboratory maintenance which includes:
  - Supervision, evaluation and recommendation of laboratory assistants.
  - Implementation of the rules and regulations on the proper use of the laboratory resources, equipment and facilities and monitoring compliance.
  - Preparation of annual budget proposal and recommendation of the annual financial budget that covers expenses in laboratory consumables, maintenance and repair.
  - Requisition of laboratory equipment, apparatus, reagents and supplies.
  - Regular inventory of the reagents, apparatus and other supplies in laboratory.
- Preparation of reagents, chemicals and/or solutions and specimens needed in each experiment.
- Basic operation, calibration, and maintenance of instruments in the laboratory.
- Minor trouble-shooting of instruments/equipment being used in the laboratory.
- Records management which includes but not limited to:
  - Inventory of reagents and supplies
  - Inventory of equipment
  - Material Safety Data Sheet (MSDS) of reagents and chemicals
  - Record of utilization of laboratory facilities and equipment
  - Record of incident reports
  - Record of breakages
  - Record of generated wastes
  - Record of regular calibration
  - Record of Laboratory schedule
- Orients, trains and monitors student aides with regards to laboratory rules, policies and general operations.

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

- Signed application letter addressed to the University President **Dr. Cecilia N. Gascon**;
- Comprehensive Resume with one (1) **Recent passport-sized picture**;
- 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);
- Performance rating in the last rating period (for private companies/institution) / IPCR for government;
- 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.

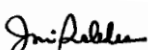
Qualified applicants are advised to send their application with the following documents to [hrmo.main@bulsu.edu.ph](mailto:hrmo.main@bulsu.edu.ph)

Deadline of application is until **November 19, 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