

## PUBLICATION OF VACANY FOR CONTRACT OF SERVICE

POSITION TITLE	Science Research Technician 1	DUTIES & RESPONSIBILITIES
<b>PLACE OF ASSIGNMENT</b>	LABORATORY DIVISION	<ol style="list-style-type: none"> <li>1. Manage laboratory samples in the Chemistry Section by overseeing the entire process, including receiving endorsed Laboratory Job Orders, accurately recording sample details, ensuring proper storage conditions, and facilitating their safe disposal after testing.</li> <li>2. Perform initial sample preparation such as grinding and weighing of test portions.</li> <li>3. Prepare reagents, agars, and other necessary materials for analytical testing in accordance with work instructions.</li> <li>4. Ensure the maintenance of cultures and the performance of test organisms.</li> <li>5. Assist in conducting actual analytical tests following strict laboratory protocols.</li> <li>6. Oversee decontamination and disposal activities, ensuring that all used materials, such as test containers and chemicals, are disposed of according to safety and environmental regulations and the thorough cleaning and sterilization of laboratory instruments and surfaces to maintain a safe and contamination-free work environment.</li> <li>7. Maintain detailed and accurate inventory records of materials, reagents, and laboratory supplies in the Chemistry Section, ensuring timely restocking and reporting any shortages or issues to the Section Head.</li> <li>8. Maintain detailed and accurate records of equipment monitoring and maintenance logs.</li> <li>9. Perform other related tasks as may be assigned periodically.</li> </ol>
<b>SALARY</b>	Salary Grade 9 - Php 17,375.00 (plus 10% premium*) Hazard Pay - Php 2,800.00	
<b>EDUCATION</b>	Thirty (30) units of undergraduate Chemistry courses	
<b>EXPERIENCE</b>	None required	
<b>TRAINING</b>	None required	
<b>ELIGIBILITY</b>	Licensed Chemical Technician (RA 10657)	

1. Letter of Intent / Application Letter
  2. 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);
  3. Photocopy of certificate of eligibility/rating/license (if any)
  4. Photocopy of Diploma and Transcript of Records. (if any)
- Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to [cospersonnel.nmis@gmail.com](mailto:cospersonnel.nmis@gmail.com) not later than **February 23, 2025**.