

NOTICE OF JOB VACANCY

Position: LABORATORY AIDE II	Salary Grade: 4
	Monthly Salary: 12, 674.00
Division: P.C.A.V. Section - BMD	Office: RESEARCH INSTITUTE FOR TROPICAL MEDICINE
Item No: LABA2-34-2000	

Minimum Qualification Standards (per Civil Service Commission Quality Standards Manual);

Education: Elementary School graduate.

Experience: None required.

Training: None required.

Eligibility: None required (M.C. 11 s. 96 – Cat. III).

Additional Qualifications Relevant to the Position;

Education:

Experience:

Training:

Eligibility:

NOTICE:

ON-LINE APPLICATIONS NOT ACCEPTED. Please proceed to Human Resource Department, RITM for submission of required documents and CV (CV form downloadable at RITM Website – ritm.gov.ph)

Duties and Responsibilities:

1. Washes decontaminated glassware's, equipment and outfits used in antivenin production.
2. Performs decontamination of all rooms in the laboratory.
3. Maintains cleanliness within laboratory premises.
4. Prepares washed glassware's equipment and outfit for sterilization.
5. Monitors and records temperature of cold room, incubator refrigerator and oven.
6. Withdraw requested office and laboratory supplies.

Note: All qualified next-in-rank shall be automatically candidate/s for promotion. However, a Letter of Intent together with the following documents shall be submitted to Selection and Promotion Board (SPB) Chairperson through Human Resource Department. Failure to do so will automatically waive the right to be included as candidate/s.

A. Submit in A4 Size Folder and Paper and separate listed items by numbered tabs as listed below:

<ol style="list-style-type: none"> 1. Letter of Application with position applied for (please indicate Item Code No.) 2. Curriculum Vitae (updated). Downloadable thru RITM website and available at H.R. Department 3. Diploma 4. Transcript of Records for Bachelor's Degree 5. Transcript of Records for Master's Degree (if needed for the position) 6. Board Rating, PRC Certificate and valid <u>PRC I.D.</u> 7. Civil Service Eligibility 8. Certificate of Live Birth 9. Marriage Contract/Certificate 10. Certificates of Employment (recent and previous employers) - <u>For NON-Permanent RITM Employees</u> 11. At least three (3) references with contact details and <u>email addresses</u> 12. Certificate of Trainings/ Seminars/ Workshops attended (from most recent) 13. Certificates attesting to positions held in professional, civic, religious and cultural organizations registered with the Securities and Exchange Commission 14. Chairmanships and/or Membership/s in committee – with proof/evidence <ol style="list-style-type: none"> a. Institutional Review Board (IRB); b. Therapeutics Committee; c. Research and Innovation Office (RIO); d. Selection and Promotions Board (SPB); e. Surveillance and Response Unit; f. Communications and Engagement Office (CEO); g. Gender and Development (GAD); h. Bids and Awards Committee (BAC); i. The working group of DOH, NGO, serving as Technical Advisers j. Course coordinators and faculty of WHO Regional Training Center; 	<ol style="list-style-type: none"> k. Safety Committee-Biorisk Management Committee, Chemical Safety, Fire Safety, Patient Safety; l. PRAISE (Program on Awards, Incentive, and Service Excellence) Committee; m. Inspection and Acceptance Committee; n. Grievance Committee; o. Patients Assistance and Complaints Units (PACU); p. Training and Technology Transfer Committee (TTRC); q. Human Resource Development Committee (HRDC); r. Institutional Animal Care and Use Committee (IACUC); s. Inspection Prevention and Control Committee; t. Inventory Committee; u. International Organization for Standardization (ISO) committees i.e. CQI, IQA, Process Team, Quality Circle Team, Promotions; and v. Others <ol style="list-style-type: none"> 15. Publication – copy of publication; 16. Proof of scholarship/academic excellence/ certificate of awards received – (if applicable with proof/evidence) 17. Research involvement – certificate of involvement or equivalent; 18. Trainor – certificate as Trainor; 19. One (1) year rating of IPCR in the present position for RITM Permanent Employee and other permanent Government Employee (for agencies adapting semestral rating or quarterly rating period, one (1) year rating is equivalent to two (2) performance ratings or four (4) performance ratings respectively, with at least Very Satisfactory rating). 19. Performance Evaluation for Contract of Services Personnel under any Government Agency (duly evaluated and signed by the Project Head or immediate supervisor) for the last 2 evaluation periods 20. Letter of commendation/recommendation from Section/Department/Division or Project Head (for RITM Personnel under Contract of Services); and 21. Valid NBI Clearance (<u>For NON-Permanent RITM Employees</u>).
<p>B. For the cover, put your name, position being applied for and item code on the upper half portion of <u>A4 size paper using ARIAL BOLD (font size 14)</u> ; and</p>	
<p>C. Put correspondingly <u>on fastener/binder on LEFT long edge side of paper</u> submitted.</p>	
<p>Date Posted: JANAURY 24, 2018</p>	<p>Deadline for Submission: FEBRUARY 02, 2018 (3:00 P.M.)</p>
<p>Prepared By:</p> <p style="text-align: center;">MA. TERESA G. CRISTOBAL Supervising Administrative Officer</p> <p>Date Prepared: 01/17/18</p>	<p>Noted By:</p> <p style="text-align: center;">RODOLFO B. VILLARICO, CPA Chief Administrative Officer</p> <p>Date Signed: 01/19/18</p>