



May 16, 2022

Edgardo E. Tulin, PhD.
President
Visayas State University

Thru: Daniel Leslie S. Tan, PhD.
Vice President for Administration and Finance
Chairperson, Non-Academic Personnel Board (NAPB)

Dear Sir:

In preparation for the opening of the 1st Semester AY 2023-2024 classes, as a requirement in the application for the license to operate and as mandated in the CHED Memorandum Order No. 47 s 2017 for the BS Chemistry program, the DoPAC Personnel Committee (DPC) is requesting for the hiring of three (3) full-time registered Chemical Technicians to set up, maintain laboratory instruments and equipment, provide technical support and assistance to the Faculty and students during laboratory classes and research experiments as well as in-charge of laboratory safety and chemical wastes.

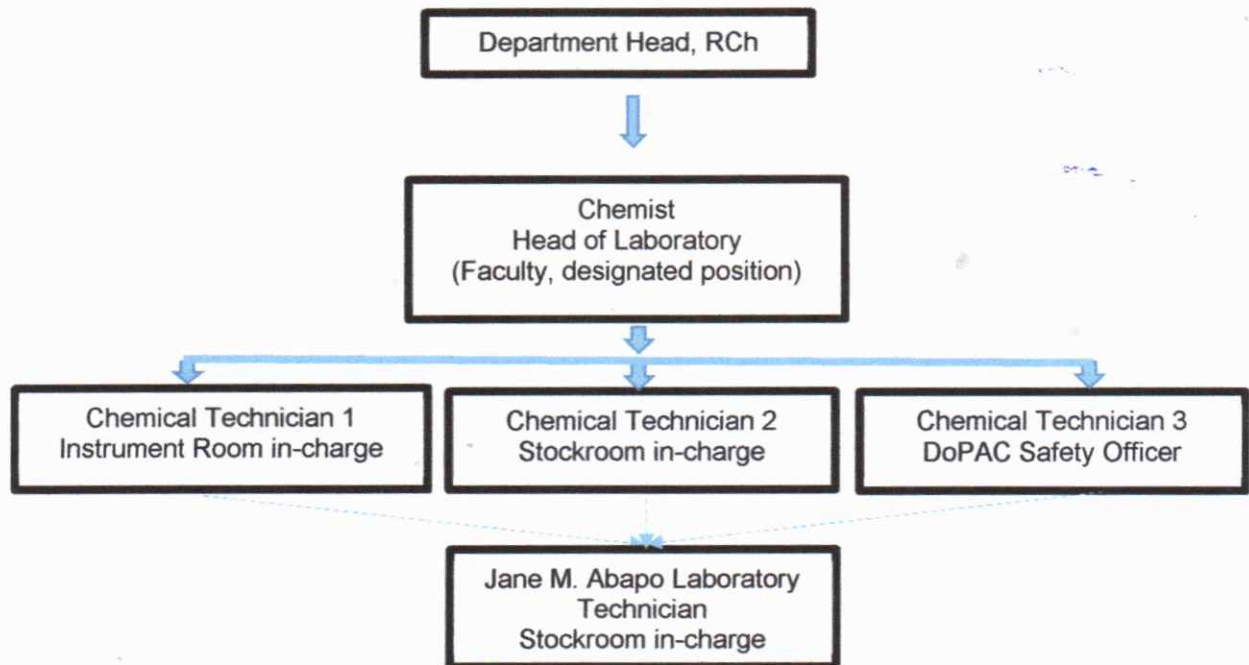
The minimum number of chemical technicians needed to operate a BS Chemistry degree program is two (2) – one in-charge of the chemical instrumentation unit and the other as in-charge of the stockroom for chemical reagents, laboratory apparatus and glassware - as opined by the chairperson of the Board of Chemistry (BOC) during one of the consultation meetings with PRC, CHED and the department chairpersons of HEIs offering the BS Chemistry program. Three (3) are requested because of the so many laboratory offerings both for the service courses and the BS Chemistry program.

Specifically, the three (3) full-time registered chemical technicians as requested for the BS Chemistry program and chemistry laboratory service courses will be assigned as follows:

Chemical Technician	Duties and Responsibilities	Requirement	Requiring Body
1	In-charge of the over-all management of the instrumentation room. This includes upkeep, maintenance and in-house calibration of the high-priced instruments, chemical inventory of standards used in chemical analysis including Certified Reference Materials (CRMs), prepare PPMP for chemicals, parts and/or accessories and services needed for instrumental analyses, performs in-house calibration and preventive maintenance, maintain updated records of all the instruments' in-house calibration and third party calibration and preventive maintenance, and users logbooks per instrument for proper record keeping as aid in laboratory management and also for accreditation purposes. Provide technical support and assistance to	Full-time, registered Chem Technician	CMO No 47 s 017; IRR for RA 10567


Chemical Technician	Duties and Responsibilities	Requirement	Requiring Body
	Faculty and students during laboratory classes and research experiments, and do other duties as may be deemed necessary by the Head of Laboratory or the chairperson of the department.		
2	In-charge of the over-all management of the chemical stockroom. This includes upkeep and maintenance of the stockroom, provide a running inventory of all chemicals and apparatus (use of stock card for monitoring purposes especially on the expiry date and updated records of available stock) for planning and regulatory purposes, prepares chemical solutions needed in every laboratory class experiment, dispense and receive loaned-out chemicals and apparatus (during laboratory classes), warehousing of newly procured chemicals, prepare PPMP of needed chemicals and apparatus and assist the PCO/department's laboratory safety officer in fulfilling the regulatory requirements for chemical laboratories.	Full-time, registered Chemical Technician	CMO No 47 s 2017; IRR for RA 10567
3	Act primarily as laboratory safety officer/chemical waste manager of the department. Plans and implements safety measures in the laboratory. This includes providing proper receptacles for chemical wastes and broken glasses, provides ideas on minimization of chemical wastes volumes and implements them, and proper collection, storage and disposal of the wastes either through in-house facilities (if available) or through third party chemical waste disposal companies. Assist the chemical technician in-charge of the stockroom especially in dispensing and receiving of loaned out chemicals, glassware and apparatus. Also, assists the institution's PCO in ensuring that regulatory requirements regarding waste storage and disposal are done in accordance with law.	Full-time, registered Chemical Technician	Section 18.2c of CMO No 47 s. 2017

With these additional personnel, the chemical laboratory of the department will operate under the structure embedded in CMO 47 s. 2017 Section 18.2, as follows:



Hoping for a positive response to this request. Thank you.


Respectfully yours,


ELIZABETH S. QUEVEDO,
Chair, DPC



FELIX M. SALAS
Member, DPC


VIVIAN P. LINA
Member, DPC


ALLAN A. RAMAL
Member, DPC


MARIA ROBELYN A. INSIK
Member, DPC

Recommending Approval:


DANIEL LESLIE S. TAN
VP for Administration and Finance
Chairperson, NAPB

Approved by:

EDGARDO E. TULIN
President

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.