

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) LABORATORY AIDE I

PAY RATE: SG 2 (Php 11, 761.00/month)

OFFICE : Common Services Laboratory

QUALIFICATION STANDARD	
Education	Elementary School Graduate
Experience	None required
Training	None required
Eligibility	MC 11, s. 96 – (Cat. III)

End user’s preferences:

Education: Elementary school graduate
Experience: None required but preferably familiar with physico-chemical and microbiological laboratory
Training: None required but preferably familiar with Good Laboratory practices and Safety in the Laboratory
Eligibility: Relevant MC 11 s. 1996 – Cat. III

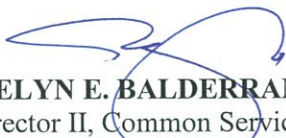

Job Description:

1. Maintain and disinfect laboratory equipment and glassware.
2. Record and file reports on samples submitted.
3. Assists in the preparation of chemical in various assay and/or bedding for laboratory analysis.
4. Receive and record food, drugs, and cosmetics samples for analysis.
5. Maintain laboratory room clean and tidy
6. Perform other related functions as may be assigned

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.

1. Application Letter;
2. Duly Accomplished Personal Data Sheet (CS Form 212) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility;
4. Certified True Copy of Diploma and Transcript of Record ;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 04 February 2021
Deadline of submission: 11 February 2021

 JOCELYN E. BALDERRAMA, RPh, MBA Director II, Common Services Laboratory	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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