

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Physics Laboratory Support Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-HPHY1-3-2000	Health Physicist I	15	Php 33,575	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Professional/Second Level Eligibility

End User’s Preference:

- Education:** Preferably with Bachelor of Science in Physics, Engineering, Chemistry, Physics for Teachers, and Applied Physics degree course
- Experience:** **One (1) year** relevant experience in radiation protection, medical/health physics or regulation or teaching in physics, chemistry, engineering & mathematics or policy formulation
- Training:** **Four (4)** hours of relevant training in radiation protection or Medical Physics or teaching or policy formulation
- Eligibility:** Career Service (Professional)/Second level Eligibility or RA 1080 for Engineering Courses with Board Examination

Job Summary:

Under general supervision, assist in the conduct on-site visits and quality audit of radiation oncology centers nationwide; assist in the conducts annual performance testing of radiological equipment; participates in the review and development of test protocol for performance testing and in the formulation of policies, guidelines in the safe use and operation of different radiological equipment.

Job Description:

1. Assist in the conduct on-site visits and quality audit of radiation oncology centers nationwide before clinical operation for new centers and after Co-60 source replacement or installation of new equipment.
2. Assist in the conduct of performance testing of radiological equipment.
3. Participates in the review and development of technical bid specifications and test protocol for performance testing of radiological equipment.
4. Conducts lectures on radiation protection, radiation dosimetry and quality assurance in medical imaging.
5. Assist in the conduct of annual performance testing and calibration of therapy level dosimeters used in radiation oncology centers nationwide.
6. Maintains SSDL equipment.
7. Reviews technical bid specifications of radiological equipment.

- 8. Participates in the formulation of policies, guidelines, and standards in the safe use of radiation.
- 9. Performs other related functions as may be assigned.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:




- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- 5. Diploma in any relevant Master’s/ Bachelor’s Degree and Transcript of Records;
- 6. Performance Rating for the last two (2) rating periods (for government employees);
- 7. Certificates of trainings attended, if any (in case of managerial/ supervisory trainings for the last 5 years); and
- 8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

Note:

- 1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
- 2. Applicants are limited to apply up to two (2) vacant positions only.

**Online submission of applications are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 08 February 2021
Deadline of Submission: 16 February 2021

Prepared by:	Noted by:	Approved by:
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