

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-MEQT1-21-2000	Medical Equipment Technician I	6	Php 16,200	Education: Completion of two years studies in college or completion of relevant medical laboratory technician course Experience: None required Training: None required Eligibility: MC 10, s. 2013- Cat. II

End User’s Preference:

- Education:** Completion of two years studies in college or completion of relevant medical laboratory technician course
- Experience:** None required
- Training:** None required
- Eligibility:** None required; MC 11-s.96- Cat. II

Job Summary:

Under general supervision, assist in the repair, maintain and operate radiation emitting devices and other laboratory testing instruments; assist in the conduct of monitoring and evaluation in relation to the compliance of standards and guidelines on medical non-radiation devices and technology; conduct inventory update of the field instrument; prepares of gate pass for field instrument; facilitate release and receive of field instrument for and from PLSD activities; keep documents and update the records on the database of the field instruments.

Job Description:

1. Assist in the repair, maintain and operate radiation emitting devices and other laboratory testing instruments;
2. Assist in the conduct of monitoring and evaluation in relation to the compliance of standards and guidelines on medical non-radiation devices and technology;
3. Conduct inventory update of the field instrument;
4. Preparation of Gate Pass for field instrument ;
5. Release and Receive of field instrument for and from Physics Laboratory Support Division activities;
6. Keep documents and update the records on the database of the field instruments;
7. Perform other related functions as maybe 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:



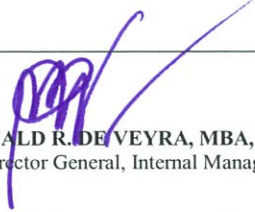
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
- 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: 18 February 2021
Deadline of Submission: 18 February 2021

Prepared by:	Noted by:	Approved by:
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