

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Alabang Testing and Quality Assurance Laboratory

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
2	OSEC-DOHB-FDRO4-17-2000 OSEC-DOHB-FDRO4-20-2000	Food-Drug Regulation Officer IV	22	Php 68,415	Education: Bachelor's Degree relevant to the job Experience: 3 years of relevant experience Training: 16 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education:** Bachelor's Degree relevant to the job preferably in Pharmacy, Chemistry, Biochemistry or Food Technology, Microbiology, Medical Technology or Biology (Major in Microbiology)
**Master's degree is an advantage but not part of the minimum requirements*
- Experience:** At least three (3) years of relevant experience preferably includes but not limited to:
- Knowledge on the concepts, principles and processes of Physico-chemical, Microbiological and Bioassay analysis
 - Well versed with the overall operation of FDA particularly laboratory process flow, FDA policies, systems, guidelines and standards to effectively represent FDA in inter-agency meetings, intra-office meetings, local and/or international gatherings
 - Manifest managerial skills
 - Good command of oral and written communication and technical report writing
- Training:** At least sixteen (16) hours of relevant training on preferably on:
- Analytical methods and techniques, instrumentation, ISO/IEC 17025 & ISO 9001
 - Management and supervision
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility

Job Summary:
Under general supervision, ensure conduct of laboratory testing of finished health products; provide technical supervision of staff; develop operating policies, guidelines, plans and procedures on the analysis of samples, research and investigation; provide technical assistance; conduct research; and, coordinate related activities with FDA offices.

Job Description:

- 1. Ensure conduct of laboratory testing of finish product to determine compliance with standards of safety.
- 2. Provide technical supervision of staff.
- 3. Develop operating policies, guidelines, plans and procedures on the analysis of samples, research and investigation to check compliance to the standards, rules and regulations enforced by FDA.
- 4. Provide technical assistance on physico-chemical microbiological or animal bio-assay methods.
- 5. Implement and coordinate conduct of research and other inter-laboratory projects.
- 6. Coordinate related activities with other offices (intra- and inter-agency).
- 7. Perform 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:



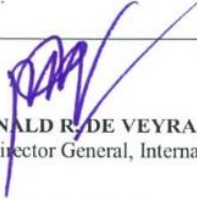
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
- 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: 17 march 2021
Deadline of Submission: 27 march 2021

Prepared by:	Noted by:	Approved by:
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