

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
1	OSEC-DOHB-HPO2-18-2009	Health Program Officer II	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:** Bachelor’s degree relevant to the job preferably
- Experience:** At least 1 year relevant experience preferably familiar and has knowledge with chemical or microbiological laboratory and is willing to learn
- Training:** At least four (4) hours of relevant training and knowledgeable on:
- Good Laboratory practices and Safety in the Laboratory
 - ISO/IEC 17025 and ISO 9001 Quality Management System
- Eligibility:** RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Summary:

Under general supervision, maintains laboratory equipment and area clean; receive record and file reports on sample; assist in the preparation of chemical reagents for analysis; responsible in drafting and encoding office communications, reports and other documents; formulate and review plans, programs, policies and guidelines.

Job Description:

1. Formulate health plans/programs/policies/guidelines
2. Recommend criteria for determining priority project/program for funding and implementation
3. Plan, organize, monitor, and evaluate health development program
4. Perform other functions that may be assigned by immediate supervisor

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:


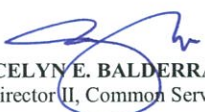
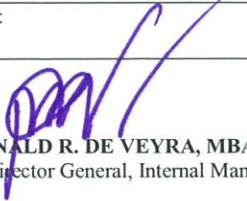
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
- 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: 03 March 2021
Deadline of Submission: 13 March 2021

Prepared by:	Noted by:	Approved by:
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