

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-LABT1-13-2000 OSEC-DOHB-LABT1-24-2000	Laboratory Technician I	6	Php 16,200	Education: Completion of two years studies in college or High School Graduate with relevant vocational/trade course Experience: None required Training: None required Eligibility: None required (MC 11, s.96 – Cat III)

End User’s Preference:

- Education:** Completion of two years studies in college
- Experience:** None required but preferably familiar with chemical or microbiological laboratory and has knowledge and capacity to perform, but not limited, to the following activities:
- Maintenance of cleanliness of laboratory equipment, working areas, and washing of glassware
 - Receipt, coding, recording and filing of reports on samples
 - Breeding and care of laboratory animals and/or preparation of feeds of laboratory animals
 - Database handling and encoding
 - Knowledgeable in ISO/IEC 17025 and 9001 Quality Management System
- Training:** None required but preferably knowledgeable on:
- Good Laboratory practices and Safety in the Laboratory
 - ISO/IEC 17025 and ISO 9001 Quality Management System
- Eligibility:** None required (MC 11, s.96 – Cat III)

Job Summary:
Under general supervision, receive and record all products (food, drugs and cosmetics) for chemical and bacteriological examination; prepare reagents, routine and special culture media; and, assist in operating laboratory equipment.

- Job Description:**
1. Receive and record all food, drugs and cosmetics for chemical and bacteriological examination.
 2. Prepare chemical reagents, routine and special culture media for laboratory analysis.
 3. Assist in the operation of laboratory equipment.

4. File and maintain records of results and research data.
5. Maintain the laboratory equipment and area clean.
6. 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:



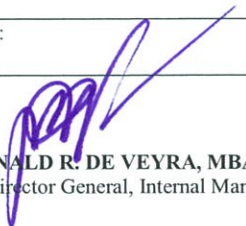
1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)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

Prepared by:	Noted by:	Approved by:
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