

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-LABT2-14-2000  OSEC-DOHB-LABT2-15-2000	Laboratory Technician II	8	Php 18,251	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (CS) Sub-professional/ Career Service (CS) Professional/MC 10, s. 2013

End User’s Preference:

- Education:** Completion of two years studies in college
- Experience:** At least one (1) year of 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:** Career Service (CS) Subprofessional/Career Service (CS) Professional

**Job Summary:**  
Under general supervision, assist in the chemical analysis of food, drug and cosmetics, microscopic examination, research and operation of laboratory equipment and instrument; and, maintain laboratory equipment and area clean.

- Job Description:**
1. Assist in the chemical/bacteriological analysis of food, drug and cosmetics and/or autopsy of experimental animals.
  2. Prepare chemical reagents and different kinds of media for laboratory analysis.
  3. Assist in the microscopic examination of specimen and sample routine laboratory analysis.
  4. Assist in the conduct of research in laboratory analysis.
  5. Maintain 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

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:


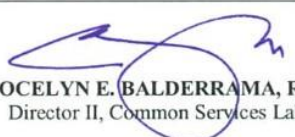

- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable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