

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-LAW1-21-2000	Laundry Worker I	1	Php 12,034	<b>Education:</b> Must be able to read and write <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> None required (MC 11, s.96 – Cat III)

End User’s Preference:

- Education:** Must be able to read and write
- Experience:** None required
- 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, receives and sorts laboratory gowns and cloths; maintains and operates washers and dryers; records, maintains, and provides report of inventories and requisition of laundry supplies; fold, wraps, or places on hangers completed laundry; and, maintains laundry washing room and equipment.

Job Description:

1. Receives and sorts laboratory gowns and cloths according to fiber, color, and soiled condition.
2. Maintains and operates washers and dryers in accordance with safety standards.
3. Records, maintains, and provides report of inventories and requisition of laundry supplies.
4. Maintains laundry washing room and equipment in a clean and orderly manner.
5. Makes minor repairs to items, i.e., replace buttons, mend torn laboratory gowns and cloths.
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](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)



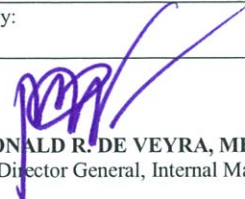
**Note:**

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:** 03 March 2021

**Deadline of Submission:** 13 March 2021

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