

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (4) LABORATORY AIDE I
PAY RATE: SG 2 (Php 12, 276.00/month)
OFFICE : Cebu Testing Quality Assurance Laboratory

QUALIFICATION STANDARD	
Education	Elementary School Graduate
Experience	None required
Training	None required
Eligibility	MC 11, s. 96 – (Cat. III)

End user’s preferences:

Education: Elementary school graduate
Experience: None required
Training: None required
Eligibility: preferably MC 11 s. 1996 – Cat. III

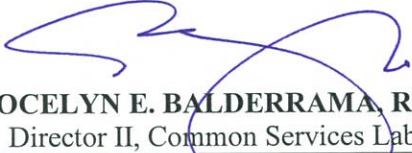
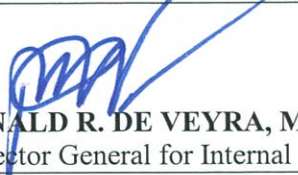
Job Description:

1. Maintain and disinfect laboratory equipment and glassware.
2. Record and file reports on samples submitted.
3. Assists in the preparation of chemical in various assay and/or bedding for laboratory analysis.
4. Receive and record food, drugs, and cosmetics samples for analysis.
5. Maintain laboratory room clean and tidy
6. Perform other related functions as may be assigned

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.

1. Application Letter;
2. Duly Accomplished Personal Data Sheet (CS Form 212) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility;
4. Certified True Copy of Diploma and Transcript of Record ;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.
- 8.

Date posted: 02 March 2021
Deadline of submission: 09 March 2021

 JOCELYN E. BALDERRAMA, RPh, MBA Director II, Common Services Laboratory	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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