

NOTICE OF VACANCY (Plantilla Position)

Center for Device Regulation, Radiation Health and Research

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-HPHY1-5-2000	Health Physicist I	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:** Preferably with Bachelor of Science in Physics, Engineering, Chemistry, Physics for Teachers, and Applied Physics degree course
- Experience:** One (1) year relevant experience in radiation protection / medical physics or regulation or teaching in physics, chemistry, engineering and mathematics or policy formulation
- Training:** Four (4) hours of relevant training
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility
- Attitude/Values:** With good moral character, detail - oriented, ability to work with minimal supervision and preferably willing to work on extended hours

Job Description:

1. Evaluates and processes documents submitted in connection with the application for the issuance of authorization of a radiation facility;
2. Participates in the development of policies, standards, regulations guidelines, and requirements on the use of ionizing and non-ionizing radiation devices and operation of radiation facilities;
3. Conducts pre and post licensing inspection/compliance monitoring visits of radiation facilities
4. Performs evaluation of other regulatory requirements for radiation facilities such as quality assurance program, shielding designs and calculations, personnel radiation dose and facility radiation monitoring report.
5. Undertakes research in radiation devices and technology; and
6. Performs 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:


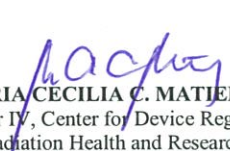
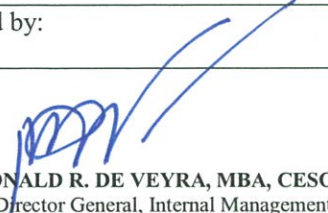
- 1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at 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: 10 MAY 2021
Deadline of Submission: 20 MAY 2021

Prepared by:	Noted by:	Approved by:
 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 MARIA CECILIA C. MATIENZO Director IV, Center for Device Regulation Radiation Health and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management