

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Cebu 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-FDRO3-26-2008	Food-Drug Regulation Officer III	18	Php 43,681	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education:

Bachelor’s degree relevant to the job preferably in Pharmacy, Chemistry, Biochemistry (licensed as Chemist), Food Technology, Microbiology, Medical Technology, Biology (Major in Microbiology)
- Experience:

At least 2 years of relevant experience preferably includes but not limited to:
  - Latest 2 years of experience includes being an analyst of health products, either Physico-chemical, Microbiological and/or Bioassay analysis
  - Knowledge of handling non-conforming and/or out of specification of test results
  - Must be knowledgeable on the principles and implementation of ISO 17025 & ISO 9001 Quality Management System
  - Knowledge on analytical method validation, verification and method transfer and/or other related practices
  - Knowledge of estimation of measurement uncertainty and control charting
  - Knows technical report writing
  - Knows computer operation (i.e. MS Office)
  - Manifests leadership skills
- Training:

At least 8 hours of relevant training preferably on:
  - Advanced analytical methods and techniques (Physico-chemical and/or Microbiological)
  - Implementation of ISO/IEC 17025 & ISO 9001 Quality Management System
  - Leadership training
- Eligibility:

RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

**Job Summary:**  
Under general supervision, perform advanced analytical procedures on physico-chemical, microbiological and/or animal bioassay methods; develop and validate analytical methods; gather and evaluate technical data; participate in the development of policies, guidelines and procedures in compliance with the standards, rules and regulations enforced by FDA and, provide technical assistance.

**Job Description:**

- 1. Perform advanced analytical procedures on physic-chemical, microbiological and/or animal bioassay methods.
- 2. Conduct research to validate analytical methods.
- 3. Gather and evaluate technical data for the establishments of standards specifications for FDA regulated health products
- 4. Participate in the development of operating policies, guidelines, plans and procedures on the analysis of samples, research and investigation to check the compliance to the standards, rules and regulations enforced by FDA.
- 5. Prepare analysis report.
- 6. Appear in court hearings to confirm and explain the results of analysis of violative health products.
- 7. Provide technical assistance related to laboratory analysis.
- 8. 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:



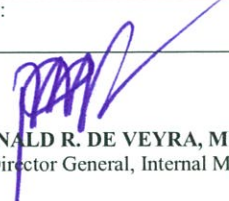
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable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

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