

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Davao 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-FDRO1-11-2008	Food-Drug Regulation Officer I	11	Php 23,877	Education: Bachelor's Degree relevant to the job Experience: None required Training: None required Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education:** Bachelor’s degree relevant to the job preferably: Bachelor’s degree in Pharmacy, Chemistry, Biochemistry (licensed as Chemist), Food Technology, Microbiology, Medical Technology, Biology (Major in Microbiology)
- Experience:** None required but preferably familiar and has knowledge with chemical or microbiological laboratory and is willing to learn
- Training:** None required, but knowledgeable on:
- Good Laboratory practices and Safety in the Laboratory
 - ISO/IEC 17025 and ISO 9001 Quality Management System
- Eligibility:** RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Summary:
Under general supervision, assist in the development of policies, guidelines and procedures in compliance with the standards, rules and regulations enforced by FDA; assist in the conduct of test samples, research; and provide technical assistance.

- Job Description:**
1. Assist in the conduct of tests samples submitted for analysis in the laboratory.
 2. Assist in the conduct of research related to laboratory analysis and methods.
 3. Assist in the gathering of technical data for establishment of standards specification for FDA regulated products.
 4. Assist in the development of operating policies, guidelines, plans and procedures related to the analysis of samples and compliance of standards, rules and regulations enforced by FDA
 5. Provide technical assistance related to physico-chemical, microbiological or animal bio-assay methods
 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:



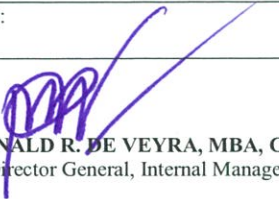
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)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

Prepared by:	Noted by:	Approved by:
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