

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-FDRO2-24-2008	Food-Drug Regulation Officer II	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:** 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 one (1) year of relevant experience preferably includes but not limited to:
- An analyst in either chemical or microbiological or biological testing laboratories
 - Has performed at least basic instrumentation in the conduct of analysis
 - Must be knowledgeable on the implementation of ISO/IEC 17025 & ISO 9001 Quality Management System
 - Knows technical report writing
 - Knows computer operation
- Training:** At least four (4) hours of relevant training preferably on:
- Analytical methods/techniques and instrumentation
 - Basic orientation on Elements of ISO 17025 Quality Management System requirements
 - Knowledgeable on analytical method validation, verification and method transfer and/or other related practices
 - Knowledgeable of estimation of measurement uncertainty and control charting
 - Microbiological methods and techniques
 - Knows technical report writing
 - Knows computer operations (i.e. MS Office)
- Eligibility:** RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Summary:
Under general supervision, perform analytical procedures on physico-chemical, microbiological and/or animal bioassay methods; participate in the analytical method validations and research

activities; prepare analysis report; gather technical data; assist 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 analytical procedures on physico-chemical, microbiological and/or animal bioassay methods.
- 2. Participate in analytical method validation and research activities.
- 3. Prepare analysis report.
- 4. Gather technical data for establishments of standards specifications for FDA regulated health products
- 5. 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.
- 6. Provide technical assistance related to physico-chemical, microbiological or animal bioassay methods.
- 7. Perform other related functions 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: 13 May 2021
Deadline of Submission: 13 May 2021

Prepared by:	Noted by:	Approved by:
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