

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
Radiation Regulation Division					
1	OSEC-DOHB-RT3-15-2000	Radiologic Technologist III	18	Php 43,681	Education: Bachelor's degree relevant in Radiologic Technology Experience: Two (2) of relevant experience as a Radiologic Technologist Training: 8 hours of training in radiologic technology with special modalities undertaken within the last five (5) years Eligibility: RA 1080 (Radiologic Technologist)

End User's Preference:

- Education:** Bachelor of Science in Radiologic Technology
- Experience:** With at least two (2) years of experience as a Radiologic Technologist which shall include at least one (1) year of experience in policy making, licensing inspection, post marketing surveillance, and regulation of radiation facilities / medical devices
- Training:** With at least eight (8) hours of relevant training in regulation, radiation protection, licensing inspections, policy formulation or instrumentation taken within the last five (5) years
- Eligibility:** RA 1080 (Radiologic Technologist)
- 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. Participates in the development of policies, standards, regulations, and/or guidelines for radiation regulation;
2. Conducts radiation protection survey and evaluation and compliance monitoring of x-ray facilities;
3. Provides technical assistance in the conduct of acceptance/performance testing and Quality Control of x-ray imaging systems, supplies and accessories;
4. Evaluates and processes documents submitted in connection with the application for the issuance of authorization of a radiation facility and radiation devices;
5. Provides technical/advisory service related to radiation technology work;
6. Performs other related functions as maybe 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: 04 NOV 2021
Deadline of Submission: 14 NOV 2021

Prepared by:	Approved by:
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