

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Physics Laboratory Support Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission Minimum Qualification Standard
1	OSEC-DOHB-HPHY4-11-2000	Health Physicist IV	24	Php 85,074	<b>Education:</b> Masteral Degree relevant to the job <b>Experience:</b> 4 years in position involving management and supervision <b>Training:</b> 40 hours of training in management and supervision <b>Eligibility:</b> Career Service (CS) Professional / Second Level Eligibility

End User’s Preference:

**Education:** Master of Science in Applied Physics, Major in Medical Physics  
**Experience:** Four (4) Years of progressive experience in radiation protection, radiation dosimetry or medical physics

Preferably possesses the following qualities:

- Can provide technical supervision in relation to the functions of the PLSD particularly its process flow, policies, systems, guidelines
- Can effectively represent the PLSD/CSL in intra-office meetings, inter-agency meetings, local and/or international gatherings
- Technical knowledge in the formulation of standards concerning radiology equipment performance and safety
- Knowledge in policy making, project management and research in radiation protection, devices and technology
- Can provide lectures on radiation protection and safety in relation to the use of different radiological equipment
- With knowledge in the standard laboratory set up

**Training:** Forty (40) hours of training on any of the following:

- (a) Radiation protection
- (b) Radiology
- (c) Radiological equipment

**Eligibility:** Career Service (Professional)/Second Level Eligibility

Job Summary:

Under the direct supervision of Director II of Common Services Laboratory (CSL), serves as chief of the division; provides guidance in plans, programs, procedures, policies and standards development related to ionizing and non-ionizing radiation devices and facilities; responsible for managing the performance of the division; provides advisory and consulting services

**Job Description:**

- 1. Supervises the work and financial operation of the division.
- 2. Provides consultative, technical and advisory services.
- 3. Reviews/revises reports/standards submitted by technical staff members.
- 4. Attends meetings/seminars/workshop.
- 5. Conducts/reviews research topics.
- 6. Conducts lectures.

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 FDA-HRDD for initial documentary review and evaluation:

- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Duly Accomplished Personal Data Sheet (CS Form 212) 2 copies (downloadable @ [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 6 copies;
- 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 Applications are now accepted. ([www.fda.gov.ph/about/careers](http://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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