

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (1) LABORATORY TECHNICIAN III**

**PAY RATE: SG 10 (Php 21, 205.00/month)**

**OFFICE : Common Services Laboratory**

QUALIFICATION STANDARD	
Education	Completion of two (2) years studies in college (72 units)
Experience	Two (2) years relevant experience
Training	Eight (8) hours of relevant training
Eligibility	Civil Service (CS) Sub-professional Eligibility Laboratory Technician (MC 11, s. 96-Cat. II)

**End user's preferences:**

**Education:** Completion of two (2) years in studies in college (72 units)

**Experience:** Two (2) years relevant experience

**Training:** Eight (8) hours of relevant training

**Others:** Possess good interpersonal and communication skills, with good moral character, detailed oriented, with good computer skills, able to work with minimal supervision, and willing to work on extended hours.

**Job Description:**


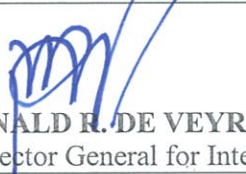
1. Supervises and instruct laboratory assistant, Aides and Technicians;
2. Performs more complex, non-routine chemical, biological or physical test and analysis as required in control operations of water and some laboratory samples as may be assigned;
3. Prepares standardizes and maintains relatively advanced types of laboratory instrumentation;
4. Operates, calibrates and maintains relatively advanced types of laboratory instrumentation;
5. Inventories, maintains and controls laboratory stocks of equipment, chemicals, materials and supplies including replenishment as required;
6. Assists professional superiors in advanced and special analyses including review of new and advanced equipment and techniques; and
7. Perform other related functions as may be assigned

**Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.**

- 1. Application Letter;
- 2. Duly Accomplished Personal Data Sheet (CS Form 212) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
- 3. Certified True Copy of Eligibility;
- 4. Certified True Copy of Diploma and Transcript of Record;
- 5. Certificate of Attendance to training/s, if any;
- 6. NBI Clearance;
- 7. Certificate of Employment/Service Records.

**Date posted:** 22 March 2022

**Deadline of submission:** 29 March 2022

 <b>JOCELYN E. BALDERRAMA, RPh, MBA</b> Director II, Common Services Laboratory	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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