Food and Drug Administration
Department of Health
Filinvest Civic Drive, AlabangMuntinlupa City

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-DO HB-HPT-49 -2021	Health Physics Technician	6	Php 16,877	**Education:** Completion of two (2) years studies in college **Experience:** None required **Training:** None required **Eligibility:** Career Service (CS) Subprofessional/First Level Eligibility

End User's Preference:

Education:	Preferably must have at least two years studies in college or completion of relevant vocational medical laboratory technician course
Experience:	Preferably at least one (1) year of relevant experience in instrumentation and basic inventory of radiation instruments
Training:	With at least Four (4) hours of relevant training in the operation of medical equipment / instruments, computer operations and inventory of equipment's
Eligibility:	Career Service (CS) Subprofessional/First Level Eligibility
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. Controls and manages the release and return of the needed instruments for the conduct of radiation protection survey and evaluation (RPSE);
2. Ensures the functionality of radiation monitoring instruments of the division;
3. Provides administrative assistance in the inventory of equipment/ radiation monitoring instruments and materials of the division;
4. Performs other tasks as may be assigned by the Division Chief.

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. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www. csc.gov.ph);
3. Qualification Profile (Annex 1) in 1 copy (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: 3 1 AUG 2022
Deadline of Submission: 1 0 SEP 2022

Prepared by:	Approved by:
JULIE L. ASVARA, RN, MBA CAO, Human Resource Development Division	ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management