

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Alabang Testing and Quality Assurance Laboratory

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
3	OSEC-DOHB-FDRO2-86-2000	Food-Drug Regulation Officer II (Chemical)	15	Php 35,097	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
	OSEC-DOHB-FDRO2-88-2000	Food-Drug Regulation Officer II (Chemical)			
	OSEC-DOHB-FDRO2-14-2020	Food-Drug Regulation Officer II (Microbiological)			

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 or Molecular Biology and Biotechnology), Molecular Biology and Biotechnology

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

*For the **Microbiologist**, preferably as follows:

- at least one (1) year of experience in Microbiological analysis (using conventional & rapid methods)
- has at least one (1) year of experience in handling and maintenance of reference culture
- 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 any or combination of the following:
- 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)
- *For the Microbiologist:*
- at least with 4 hours of relevant training preferably on advanced microbiological methods and techniques
 - knowledgeable in ISO/IEC 17025 & ISO 9001
- 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; participates 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. Gathers 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. 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;
- 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: 16 SEP 2022
Deadline of Submission: 26 SEP 2022

Prepared by:	Approved by:
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