

NOTICE OF VACANCY (Plantilla Position)

Internal Management - Administrative and Finance Service
Human Resource Development Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-MDOF3-5-2021	Medical Officer III	21	Php 63,997	Education: Doctor of Medicine Experience: None required Training: None required Eligibility: RA 1080

End User’s Preference:

- Education:** Doctor of Medicine – a graduate of medical school who finished residency and training specialization on Occupational Medicine
- Experience:** Five (5) years’ experience preferably as an Occupational Safety & Health Physician with focus on the maintenance of health and prevention and treatment of diseases and injuries in the workplace
- Training:** 8 hours of relevant training preferably in the field of Occupational Safety and Health Administration
- Eligibility:** RA 1080

Job Description:

1. Conducts face-to-face and online organization assessment in relation to health and safety of each employee;
2. In-charge in the development of Occupational Safety and Health Protocol in the FDA;
3. Conducts Annual Physical Exam to FDA employees;
4. Attends to all related health problems of FDA employees;
5. Develops policies and guidelines and other operational procedures related to the health of employees;
6. In-charge in the information dissemination to all employees in relation to Occupational Safety and Health Protocol; and,
7. Performs other related functions as 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:


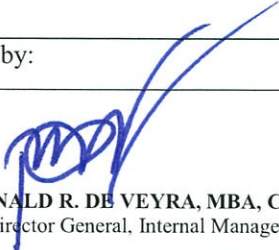
- 1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) (1 copy) (downloadable at www.fda.gov.ph/about/careers)
- 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: 09 FEB 2023
Deadline of Submission: 19 FEB 2023

Prepared by:	Approved by:
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