

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 Divion | | | | | |
| 2 | OSEC-DOHB-15-2000 OSEC-DOHB-HPHY2-54-2021 | Health Physicist II | 18 | Php 46,725 | Education: Bachelor’s degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of training Eligibility: Career Service (CS) Professional/ Second Level Eligibility |

End User’s Preference:

- Education:** Preferably with at least 12 units of Masteral degree in Medical Physics or Masters in Physical Degree course
- Experience:** Two (2) years relevant experience in radiation protection, medical physics, regulation, teaching in physics, chemistry, engineering and mathematics or policy formulation
- Training:** Eight (8) hours of relevant training in radiation protection, medical physics, teaching or policy formulation
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility or RA 1080 for courses that require board examination
- 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. Evaluates and processes documents submitted in connection with the application for the issuance of authorization of a radiation facility;
2. Participates in the development of policies, standards and/or regulations guidelines regarding radiation regulation
3. Evaluates quality assurance programs, shielding designs and calculations of radiation facilities;
4. Conducts radiation protection survey and evaluation and compliance monitoring of radiation facilities and devices;
5. Evaluates personnel radiation dose and facility radiation monitoring reports;
6. Provides technical assistance or advisory services to stakeholders regarding ionizing and non-ionizing radiation devices and facilities;
7. Undertakes research in radiation devices and technology; and
8. 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

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. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies (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)


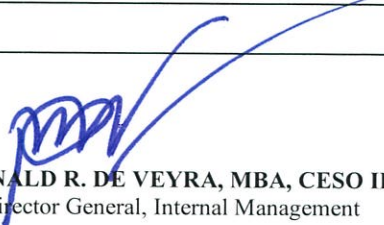
Note:

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 is now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 21 FEB 2023

Deadline of Submission: 03 MAR 2023

| | |
|--|---|
| Prepared by: | Approved by: |
| <div> JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division</div> | <div> ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management</div> |