

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-DOHB-HPHY3-55-2021	Health Physicist III	22	Php 71,511	Education: Bachelor's degree Experience: 3 years of relevant experience Training: 16 hours of training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:** Preferably with 20 units in Master of Science in Medical Physics or Masters in Medical Physics
- Experience:** Three (3) years relevant experience in regulation, policy and standard formulation, radiation protection survey and evaluation, providing technical supervision / assistance / advisory / assessment on studies and researches on the use of radiation devices and technology.
- Training:** Sixteen (16) hours of relevant training in management and supervision
- 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. Assists the Division Chief in the implementation of radiation regulation;
2. Supervises the conduct of radiation protection survey and evaluation, compliance monitoring of radiation facilities and quality assurance programs for radiation facilities and devices;
3. Plans, Develops, implements policies, standards, guidelines in relation to radiation regulation;
4. Reviews the result of the evaluation of documents related to application for radiation regulation;
5. Provides technical assistance related to the radiation health component of the national radiological emergency preparedness and response plan;
6. Provides advisory services to stakeholders regarding radiation regulation;
7. Supervises the health technology assessments activities on radiation devices and technology;
8. Performs other related functions as maybe 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:


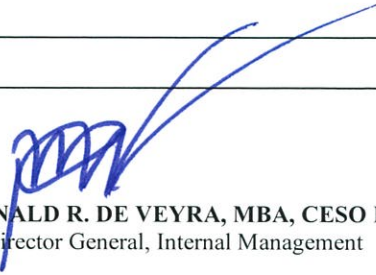
- 1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at 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 are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 21 FEB 2023
Deadline of Submission: 03 MAR 2023

Prepared by:	Approved by:
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