

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
5	OSEC-DOHB-FDRO2-17-2009	Food-Drug Regulation Officer II <i>*Pharmaceutical / Chemical</i>	15	Php 36,619	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-FDRO2-63-2000				
	OSEC-DOHB-FDRO2-64-2000				
	OSEC-DOHB-FDRO2-67-2000				
	OSEC-DOHB-FDRO2-72-2000				

End User’s Preference:

- Education** : Bachelor’s degree relevant to the job preferably in Pharmacy, Chemistry, Biochemistry (licensed as Chemist), Food Technology
- Experience** : At least one (1) year of relevant experience preferably in the implementation of ISO/IEC 17025 & ISO 9001 Quality Management System; analysis of health products using either physico-chemical, microbiological and/or bioassay methods; basic instrumentation in the conduct of analysis; and writing technical reports.
- Training** : At least four (4) hours of relevant training preferably on any or combination of the following:
- Analytical methods/techniques and instrumentation (physico-chemical and microbiological)
 - Basic orientation on Elements of ISO 17025 Quality Management System requirements

- Analytical method validation, verification and method transfer and/or other related practices
- Estimation of measurement uncertainty and control charting

Eligibility : RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Description:

1. Performs analytical procedures on physico-chemical and/or microbiological assays.
2. Participates in analytical method validation and research activities.
3. Prepares analysis report.
4. Gathers technical data for establishments of standards specifications for FDA regulated health products
5. Assists 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. Provides technical assistance related to physico-chemical and/or microbiological assays.
7. Performs 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: 05 MAY 2023
Deadline of Submission: 15 MAY 2023

Prepared by:	Approved by:
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