

## 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
2	OSEC-DOHB-FDRO2-74-2000  OSEC-DOHB-FDRO2-83-2000	Food-Drug Regulation Officer II	15	Php 36,619	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

#### 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), or any allied health science course.
- Experience** : At least one (1) year of relevant experience preferably on implementation of ISO/IEC 17025:2017 or compliance with ISO/IEC 17025:2017 and ISO 9001:2015; Conduct of Market Research, Preparation of Technical Specifications for different procurement activities, writing proposals, internal and external communications, monitoring of budget utilization, operation of basic laboratory equipment; inventory system, and automation of processes.
- Training** : At least four (4) hours of relevant training preferably on any or combination of the following:
- Basic orientation on Elements of ISO 17025 Quality Management System requirements
  - Laboratory Information Management System and/or computer-related trainings
  - Government Procurement Act (RA 9184)
  - Analytical methods/techniques/instrumentation
- Eligibility** : RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

#### Job Description:

1. Evaluates and process applications for Food Export Certificate/Commodity Clearance, Batch Notification, and Request for Analysis.
2. Assists in the preparation of analysis report.

3. 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.
4. Provides technical assistance related to physico-chemical or microbiological assays.
5. Provides administrative support to procurement activities.
6. Assist immediate supervisor in implementing and monitoring activities within the section or division.
7. Preparation of monthly, quarterly, semi-annual and annual accomplishment reports.
8. 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:

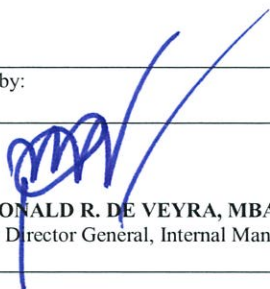
1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification Profile (Annex 1) in 1 copy (downloadable at [www.fda.gov.ph/about/careers](http://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](http://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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