

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
1	OSEC-DOHB-FDRO4-15-2000	Food-Drug Regulation Officer IV <i>*Microbiological</i>	22	Php 71,511	Education: Bachelor's Degree relevant to the job Experience: 3 years of relevant experience Training: 16 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education** : Bachelor's Degree relevant to the job preferably in Microbiology, Medical Technology, Biology (Major in Microbiology), Molecular Biology and Biotechnology
**Master’s degree is an advantage but not part of the minimum requirements*
- Experience** : At least three (3) years of relevant experience, preferably in implementation of ISO/IEC 17025:2017 or compliance with ISO/IEC 17025:2017 and ISO 9001:2015 Quality Management Systems; application of concepts, principles and processes in the conduct of microbiological and biological assays; FDA laboratory process flow, policies, systems, guidelines and standards; personnel management; writing technical reports; with effective English communication skills (both written and oral).
- Training** : At least sixteen (16) hours of relevant training on preferably on:
- Microbiological and Analytical methods and techniques, instrumentation, ISO/IEC 17025 & ISO 9001
 - Management and supervision
- Eligibility** : Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Ensures the conduct of laboratory testing on health products under the jurisdiction of FDA to determine compliance with standards of safety.
2. Provides technical and administrative supervision of staff.
3. Develops operating policies, guidelines, plans and procedures on the analysis of samples, research and investigation to check compliance to the standards, rules and regulations enforced by FDA.
4. Provides technical assistance on microbiological or biological assays.

- 5. Implements and coordinates conduct of research and other inter-laboratory projects.
- 6. Coordinates related laboratory activities with other FDA Centers/Offices and other intra- and inter-agencies
- 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:


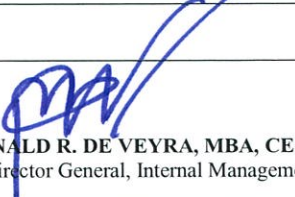
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 1 copy (downloadable at www.fda.gov.ph/about/careers)
- 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 (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: 05 MAY 2023
Deadline of Submission: 15 MAY 2023

Prepared by:	Approved by:
 JULIE L. ALVARADO, RN, MBA CAO, Human Resource Development Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management