

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
3	OSEC-DOHB-FDRO3-55-2000  OSEC-DOHB-FDRO3-56-2000  OSEC-DOHB-FDRO3-59-2000	Food-Drug Regulation Officer III  <i>*Pharmaceutical / Chemical</i>	18	Php 46,725	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 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

**Experience** : At least two (2) years of relevant experience on implementation of ISO 17025 & ISO 9001 Quality Management System; analysis of health products using either physico-chemical, microbiological and/or bioassay methods; handling non-conforming and/or out-of-specification of test results; analytical method validation, verification and method transfer; measurement uncertainty and control charting; and writing technical reports.

**Training** : At least eight (8) hours of relevant training preferably on any or combination of the following:

- Advanced analytical methods and techniques (physico-chemical and/or microbiological)
- Physico-chemical and/or microbiological instrumentation, operation and troubleshooting
- Implementation of ISO 17025 & ISO 9001 Quality Management System
- Leadership training

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

Job Description:

1. Performs advanced analytical procedures on physico-chemical and/or microbiological assays.

- 2. Conducts research to validate analytical methods.
- 3. Gathers and evaluates technical data for the establishments of standards specifications for FDA regulated health products
- 4. Participates in the development of operating policies, guidelines, plans and procedures on the analysis of samples, research and investigation to check the compliance to the standards, rules and regulations enforced by FDA.
- 5. Prepares analysis report.
- 6. Appears in court hearings to confirm and explain the results of analysis of violative health products.
- 7. Provides technical assistance related to laboratory analysis.
- 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 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:


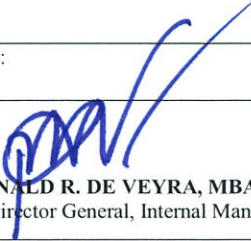
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 1 copy (downloadable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