

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-FDRO3-52-2000	Food-Drug Regulation Officer III	18	Php 46,725	Education: Bachelor's Degree relevant to the job Experience: 2 years of relevant experience Training: 8 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 Pharmacy, Chemistry, Biochemistry (licensed as chemist), Food Technology, Chemical Engineering
- Experience** : At least two (2) years of relevant experience on implementation of ISO 17025 & ISO 9001 Quality Management System; conduct of market research and preparation of technical specifications/terms of reference (TOR)/scope of work for different procurement activities; writing proposals, and internal and external communications; monitoring of budget utilization; operation, preventive maintenance, and calibration of basic technical and scientific equipment/instrumentation.
- Training** : At least eight (8) hours of relevant training preferably on any or combination of the following:
- Implementation of ISO 17025 & ISO 9001 Quality Management System
 - Laboratory Information Management System and/or computer-related trainings
 - Government Procurement Act (RA 9184)
- Eligibility** : RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Description:

1. Develops and/or reviews Quality Management Documents such as Quality Standard Procedures (QSPs) and Quality Work Procedures (QWPs).
2. Prepares documents for application to ISO/IEC 17025 accreditation and other similar accreditation or recognition.
3. Implements/monitors calibration and maintenance of all technical and scientific equipment of the laboratory.
4. Prepares technical specifications for technical and scientific equipment and its services.

- 5. Prepares and facilitates fund request/proposals and other related documents for replacement and upgrading of technical and scientific equipment.
- 6. Prepares/facilitates user requirement specifications for Laboratory Information Management System (LIMS) and software validation.
- 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
- 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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