

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-HPO2-19-2009 | Health Program Officer II | 15           | Php 36,619           | <b>Education:</b> Bachelor's Degree relevant to the job<br><b>Experience:</b> 1 year of relevant experience<br><b>Training:</b> 4 hours of relevant training<br><b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility |

End User’s Preference:

- Education** : Bachelor’s degree relevant to the job, preferably in Biology, Chemistry, Microbiology, Medical Technology, Food Technology, and other allied health science courses.
- Experience** : At least one (1) year of relevant experience preferably in implementation of ISO/IEC 17025:2017 or compliance with ISO/IEC 17025:2017 and ISO 9001:2015 Quality Management System; processing of authorizations such as Food/Commodity Export Certificate and/or Batch Notifications; writing technical reports; and data gathering and presentation.
- Training** : At least four (4) hours of relevant training and knowledgeable on:
- Good Laboratory practices and Safety in the Laboratory
  - ISO/IEC 17025 and ISO 9001 Quality Management System
  - Advanced Technical Writing
- Eligibility** : RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Description:

1. Formulates and reviews plans, programs, policies and guidelines related to the functions of the laboratory and compliance to standards, rules, and regulations enforced by FDA.
2. Recommends criteria for determining priority project/program for funding and/or implementation.
3. Drafts administrative issuances/guidelines such as but not limited to memorandums, advisories, circulars, and orders.

4. Conducts regulatory impact assessment on proposed project/program.
5. Evaluates and processes applications for Food Contact Material, Food Export Certificate/Commodity Clearance, and/or Batch Notification.
6. Facilitates office communications, reports, presentations, and other documents.
7. Performs other functions that 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:


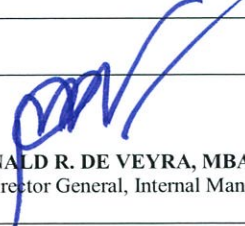
1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification Profile (Annex 1) in 1 copy (downloadable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

**Date of Posting:** 05 MAY 2023  
**Deadline of Submission:** 15 MAY 2023

|   |   |
|---|---|
| Prepared by:  | Approved by:  |
| <br>JULIE L. ALVARA, RN, MBA<br>CAO, Human Resource Development Division | <br>ATTY. RONALD R. DE VEYRA, MBA, CESO II<br>Deputy Director General, Internal Management |