

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Cebu 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-FDRO5-510025-2015	Food-Drug Regulation Officer V	24	Php 90,078	Education: Masteral Degree Experience: 4 years in position(s) involving management and supervision Training: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education:** Master’s Degree relevant to the job
Bachelor’s degree preferably in Pharmacy, Chemistry, Biochemistry (licensed as Chemist), Food Technology
- Experience:** 4 years in position involving management and supervision
Preferably:
- Involving knowledge on the concepts, principles, and processes of Physio-chemical, Microbiological and Bioassay analysis, overall operation of testing laboratory process flow
 - Manifests managerial skills and has good command of oral and written communication and technical report writing
 - Knowledgeable in Food and Drug Administration (FDA) policies, systems, guidelines, and standards and can represent FDA in inter-agency meetings, intra-office meetings, local and/or international gatherings
- Training:** 40 hours of training in management and supervision
Preferably includes training on analytical methods and techniques, instrumentation, ISO 17025 and ISO 9001
- Eligibility:** RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Description:

- 1. Manage performance of staff.
- 2. Provide direction in developing operating policies, guidelines, plans and procedures on the analysis of health product samples, research and investigation to check compliance to the standards, rules and regulations enforced by FDA.
- 3. Provide technical assistance on Physico-chemical, microbiological and/or animal bio-assay methods.
- 4. Coordinate laboratory activities to the functions of FDA Centers and offices.
- 5. Establish and maintain cooperative relationship with other government agencies, academe and industry sectors.
- 6. Manage the conduct of laboratory tests on finished health products to determine compliance with standards of safety.
- 7. Perform 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:
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