

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-LABT3-17-2020 | Laboratory Technician III | 10 | Php 23,176 | Education: Completion of two years studies in college Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service (CS) Sub-Professional / MC 11, s. 96 – Cat. II |

End User’s Preference:

- Education** : Completion of two years studies in college
- Experience** : At least two (2) year of relevant experience, preferably in chemical or microbiological laboratory; basic computer operations (Microsoft Office).
- Training** : At least eight (8) hours of relevant training and knowledgeable on:
- Good Laboratory Practices and Safety in the Laboratory
 - ISO/IEC 17025 and ISO 9001 Quality Management System
- Eligibility** : Career Service (CS) Subprofessional/MC 11, s. 96, - Cat. II

Job Description:

1. Performs more complex, non-routine chemical, biological or physical tests and analysis as required in control operations of water and some laboratory samples as may be assigned.
2. Prepares, standardizes, and maintains a stock of laboratory solutions, indicators, and reagents, as well as maintains an inventory of laboratory chemicals, materials and supplies, including replenishment as required.
3. Operates, calibrates and maintains relatively advanced types of laboratory instrumentation.
4. Evaluates and processes requests for analysis, applications for laboratory authorizations, clearances, and certificates.
5. Maintains the database for received samples for laboratory analysis.
6. 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)


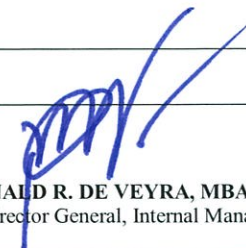
Note:

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

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| Prepared by: | Approved by: |
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