

## NOTICE OF VACANCY (Plantilla Position)

### Common Services Laboratory – Davao 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-FDRO1-12-2008	Food-Drug Regulation Officer I	11	Php 27,000	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> None required <b>Training:</b> None required <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, Microbiology, Medical Technology, Biology (Major in Microbiology)

**Experience** : None required

**Training** : None required

**Others** : Possesses adequate knowledge and capacity to perform physico-chemical analysis on health products in compliance with good laboratory practices; with good interpersonal and communication skills; can work under minimum supervision; and must be keen on details.

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

#### Job Description:

1. Assists in the physico-chemical analysis of samples submitted to the laboratory.
2. Assists in the conduct of research related to laboratory analysis and methods.
3. Collates technical data for establishment of standards specification for FDA-regulated products.
4. Assists in the development of operating policies, guidelines, plans and procedures related to the analysis of samples and compliance of standards, rules and regulations enforced by FDA

5. 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:


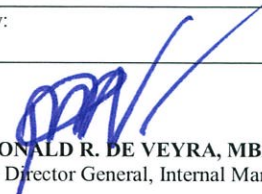
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 1 copy (downloadable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