

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
2	OSEC-DOHB-FDRO4-28-2008  OSEC-DOHB-FDRO4-35-2021	Food-Drug Regulation Officer IV	22	Php 71,511	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> 3 years of relevant experience <b>Training:</b> 16 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

**Education:** Bachelor's degree preferably in Pharmacy, Chemistry, Biochemistry (licensed as Chemist), Food Technology, Microbiology, Medical Technology, Biology (Major in Microbiology or Molecular Biology and Biotechnology)  
*\*Master's Degree is an advantage but not part of the minimum requirements*

**Experience:** At least three (3) years of relevant experience preferably on implementation of ISO/IEC 17025:2017 or compliance with ISO/IEC 17025:2017 and ISO 9001:2015 Quality Management Systems; application of concepts, principles and processes in the conduct of physico-chemical, microbiological and biological assays; FDA laboratory process flow, policies, systems, guidelines and standards; personnel management; writing technical reports; with effective English communication skills (both written and oral).

**Training:** At least sixteen (16) hours of relevant training on preferably on:

- Analytical methods and techniques, instrumentation, ISO/IEC 17025 & ISO 9001
- Management and supervision

**Eligibility:** Careere Service (CS) Professional / Second Level Eligibility

Job Description:

1. Ensures conduct of laboratory testing of finish product to determine compliance with standards of safety.
2. Manage performance of staff.

3. 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.
4. Provide technical assistance on Physico-chemical, microbiological and/or animal bio-assay methods.
5. Coordinate laboratory activities to the functions of FDA Centers and offices.
6. Establish and maintain cooperative relationship with other government agencies, academe and industry sectors.
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:


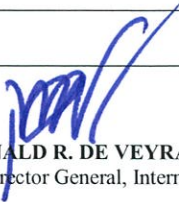
1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification Profile (Annex 1) in 1 copy (downloadable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