

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Physics Laboratory Support Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-HPHY3-7-2000	Health Physicist III	22	Php 71,511	Education: Bachelor’s Degree relevant to the job Experience: 3 years of relevant experience Training: 16 hours of relevant training Eligibility: Career Service (CS) Professional/Second Level Eligibility

End User’s Preference:

- Education** : Bachelor’s degree relevant to the job preferably with 20 units in Master of Science in Medical Physics or Masters in Medical Physics
- Experience** : With at least three (3) years of relevant experience preferably in regulation, policy and standard formulation, radiation protection survey and evaluation, radiation protection survey and evaluation, providing technical supervision /assistance / advisory / assessment on studies and researches on the use of radiation devices and technology.
- Training** : With at least sixteen (16) hours of relevant training in management and supervision
- Eligibility** : Career Service (CS) Professional / Second level Eligibility or RA 1080 for courses that require board examination

Job Description:

1. Supervises the core functions of PLSD such as but not limited to conduct of performance testing of radiological equipment, quality audit of radiation oncology centers and calibration of radiotherapy level dosimeters.
2. Reviews and evaluates technical bid specifications of radiological equipment
3. Reviews and evaluates the developed test protocol (QSPs and QWPs) for performance testing of radiological equipment and medical devices.
4. Assists the PLSD Division Chief in the supervision of the Secondary Standards Dosimetry Laboratory (SSDL).
5. Formulates of policies, guidelines, and standards in the safe use of radiation.
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)


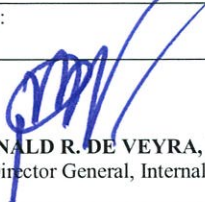
Note:

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

Prepared by:	Approved by:
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