

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-RT3-14-2000	Radiologic Technologist III	18	Php 46,725	Education: Bachelor of Science in Radiologic Technology Experience: 2 years of relevant experience as a Radiologic Technologist Training: 8 hours of relevant training in Radiologic Technology with special modalities undertaken within the last five (5) years Eligibility: RA 1080 (Radiologic Technologist)

End User’s Preference:

- Education** : Bachelor’s Degree in Radiologic Technology
- Experience** : With at least two (2) years of experience as a Radiologic Technologist which shall include at least one (1) year of experience in policy making, licensing inspection, post marketing surveillance, and regulation of radiation facilities / medical devices
- Training** : With at least eight (8) hours relevant training in regulation, radiation protection, licensing inspections, policy formulation or instrumentation taken within the last five (5) years
- Eligibility** : RA 1080 (Radiologic Technologist)

Job Description:

1. Conducts performance testing of radiological equipment and quality audit of radiation oncology centers.
2. Prepares technical bid specifications of radiological equipment.
3. Initiates the development of test protocol (QSPs and QWPs) for performance testing of radiological equipment and medical devices.
4. Participates in the formulation of policies, and standards in the safe use of radiation.
5. 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.


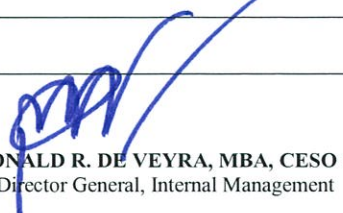
Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 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:
<div> JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division</div>	<div> ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management</div>