Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang, Muntinlupa City

NOTICE OF VACANCY (Plantilla Position)

Center for Device Regulation Radiation Health and Research - Radiation Regulation Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
2	OSEC-DOHB-HPHY1-4-2000 OSEC-DOHB-HPHY1-6-2000	Health Physicist I	15	Php 36,619.00	**Education:** Bachelor's degree relevant to the job **Experience:** 1 year of relevant experience **Training:** 4 hours of relevant training **Eligibility:** Career Service (CS) Professional / Second Level Eligibility

End User's Preference:

Education:	Preferably with Bachelor of Science in Physics, Engineering, Chemistry, Physics for Teachers, and Applied Physics degree course
Experience:	**One (1) year** relevant experience in radiation protection / medical physics or regulation or teaching in physics, chemistry, engineering and mathematics or policy formulation
Training:	**Four (4) hours** of relevant training in radiation protection or medical Physics or teaching or policy formulation
Eligibility:	Career Service (Professional)/Second level Eligibility or RA 1080 for Courses that require board examination
Attitude/Values:	With good moral character, detail - oriented, ability to work with minimal supervision and preferably willing to work on extended hours

Job Description:

1. Evaluates and processes documents submitted in connection with the application for the issuance of authorization of a radiation facility and radiation devices;
2. Provides assistance in the development of policies, standards, regulations, and/or guidelines regarding radiation regulation;
3. Provides assistance in the conduct of radiation protection survey and evaluation (RPSE) and facility compliance monitoring (FCM) of radiation facilities and devices;
4. Provides assistance in the evaluation of quality assurance programs, shielding designs and calculations of radiation facilities and devices;
5. Provides assistance in the evaluation of personnel radiation dose and facility radiation monitoring reports;
6. Provides assistance in the undertaking of research in radiation devices and technology

7. 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, Center/Office and Division assignment and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at www.csc.gov.ph);
3. Any Proof of eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System [CSEVS], Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List or other sites as may be applicable);
4. Copy of valid NBI Clearance
5. Photocopy of Diploma in any relevant Bachelor's Degree/Masters of Law/Bachelors Degree of Law and Transcript of Records (TOR);
6. Latest Performance Rating available (applicable for government employees only);
7. Certificates of trainings attended
8. Latest copy of Appointment Paper, Service Record and Certificate of Employment. (FDA employees and Contract of Service (COS) personnel are not required to submit this document)

Note:

1. Applicants may also hand in or send through courier their application at Food and Drug Administration - Human Resource Development Division, Filinvest Corporate City, Civic Drive, Alabang Muntinlupa City;
2. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 5 and 6 the soonest time, in case of appointment to the position applied for;
3. Applicants are only limited to apply for up to two (2) vacancies in Contract of Service Positions and Plantilla Positions respectively; and
4. **Applications with incomplete documents shall not be entertained.**

**Online submission of applications are now accepted. (www.fda.gov.ph/careers)*

Date of Posting: 01 AUG 2023
Deadline of Submission: 11 AUG 2023

Prepared by:	Approved by:
JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	**ATTY. RONALD R. DE VEYRA, MBA, CESO II** Deputy Director General, Internal Management