

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Alabang 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-FDRO2-78-2000 OSEC-DOHB-FDRO2-85-2000	Food-Drug Regulation Officer II <i>*Pharmaceutical / Chemical</i>	15	Php 36,619	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** : Bachelor’s degree relevant to the job preferably in Pharmacy, Chemistry, Biochemistry (licensed as Chemist), Food Technology
- Experience** : At least one (1) year of relevant experience preferably in the implementation of ISO/IEC 17025 & ISO 9001 Quality Management System; analysis of health products using either physico-chemical, microbiological and/or bioassay methods; basic instrumentation in the conduct of analysis; and writing technical reports.
- Training** : At least four (4) hours of relevant training preferably on any or combination of the following:
- Analytical methods/techniques and instrumentation (physico-chemical and microbiological)
 - Basic orientation on Elements of ISO 17025 Quality Management System requirements
 - Analytical method validation, verification and method transfer and/or other related practices
 - Estimation of measurement uncertainty and control charting
- Eligibility** : RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Description:

1. Performs analytical procedures on physico-chemical and/or microbiological assays.
2. Participates in analytical method validation and research activities.
3. Prepares analysis report.
4. Gathers technical data for establishments of standards specifications for FDA regulated health products

- 5. 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.
- 6. Provides technical assistance related to physico-chemical and/or microbiological assays.
- 7. Performs other related functions 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:


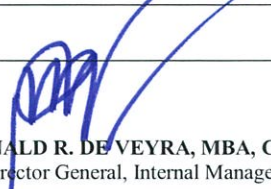
- 1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
- 2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form 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/about/careers)*

Date of Posting: 07 SEP 2023
Deadline of Submission: 11 SEP 2023

Prepared by:	Approved by:
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