

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Cebu Testing and Quality Assurance Laboratory

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-FDRO5-510025-2015	Food-Drug Regulation Officer V	24	Php 90,078	Education: Masteral Degree Experience: 4 years in position(s) involving management and supervision Training: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

Education: Master’s Degree relevant to the job
Bachelor’s degree preferably in Pharmacy, Chemistry, Biochemistry (licensed as Chemist), Food Technology

Experience: 4 years in position involving management and supervision
Preferably:

- Involving knowledge on the concepts, principles, and processes of Physio-chemical, Microbiological and Bioassay analysis, overall operation of testing laboratory process flow
- Manifests managerial skills and has good command of oral and written communication and technical report writing
- Knowledgeable in Food and Drug Administration (FDA) policies, systems, guidelines, and standards and can represent FDA in inter-agency meetings, intra-office meetings, local and/or international gatherings

Training: 40 hours of training in management and supervision
Preferably includes training on analytical methods and techniques, instrumentation, ISO 17025 and ISO 9001

Eligibility: RA 1080 with valid license or CSC Eligibility Professional Second Level Eligibility for professions not requiring board

Job Description:

- 1. Manage performance of staff.
- 2. 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.
- 3. Provide technical assistance on Physico-chemical, microbiological and/or animal bio-assay methods.
- 4. Coordinate laboratory activities to the functions of FDA Centers and offices.
- 5. Establish and maintain cooperative relationship with other government agencies, academe and industry sectors.
- 6. Manage the conduct of laboratory tests on finished health products to determine compliance with standards of safety.
- 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:


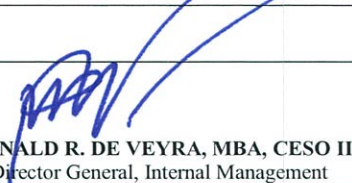
- 1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
- 2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form 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: 17 SEP 2023

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