

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-HPHY2-510013-2015	Health Physicist II	18	Php 46,725	Education: Bachelor’s Degree relevant to the job Experience: 2 years of relevant experience Training: 8 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 **Twelve (12) Units** of Masters in Medical Physics
- Experience** : Two (2) years of relevant experience preferably in medical/health physics
- Technical knowledge in the conduct of performance testing and quality control of radiological equipment and accessories
 - Ability to participate in the formulation of standards concerning radiological equipment performance and safety
 - Can provide technical/advisory services related to radiation protection and quality assurance in diagnostic radiology and radiation therapy
 - Knowledge in radiation dosimetry
- Training** : Eight (8) hours relevant training
- Eligibility** : Career Service (Professional)/Second level Eligibility or RA 1080 for Engineering Courses with Board Examination

Job Description:

1. Conduct on-site visits and quality audit of radiation oncology centers nationwide before clinical operation for new centers and after Co-60 source replacement or installation of new equipment.
2. Conducts performance testing of radiological equipment.
3. Prepares and reviews technical bid specifications of radiological equipment.
4. Participates in the review and development of test protocol for performance testing of radiological equipment.
5. Preparation of necessary documents and requirements for the calibration of SSDL equipment/instrument (local and international).
6. Conducts lectures on radiation protection, radiation dosimetry and quality assurance in medical imaging.

- 7. Conducts annual performance testing and calibration of therapy level dosimeters used in radiation oncology centers nationwide.
- 8. Participates in the formulation of policies, guidelines, and standards in the safe use of radiation.
- 9. Reviews and recommends approval of the PLSD policies, systems and procedures.
- 10. Evaluates radiation facility design.
- 11. 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/about/careers)*

Date of Posting: 07 SEP 2023

Deadline of Submission: 17 SEP 2023

Prepared by:	Approved by:
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