

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Davao 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-LABT2-40-2021	Laboratory Technician II	8	Php 19,744	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Sub-professional/Laboratory Technician (CSC MC 6, s. 2020 - Cat II)

End User’s Preference:

- Education:** Completion of two years studies in college
- Experience:** At least one (1) year of relevant experience, preferably in a chemical or microbiological laboratory; basic computer operations (Microsoft Office)
- Training:** At least four (4) hours of relevant training and knowledgeable on:
- Good Laboratory practices and Safety in the Laboratory
 - ISO/IEC 17025 and ISO 9001 Quality Management System
- Eligibility:** Career Service (CS) Sub-professional/Laboratory Technician (CSC MC 6, s. 2020 - Cat II)

Job Description:

1. Assist in the routine laboratory analysis of health-related products under the jurisdiction of FDA
2. Prepare chemical reagents and media for laboratory analysis.
3. Maintain laboratory equipment and area clean.
4. Assists in inventory of laboratory and office supplies.
5. Records, files, and maintains reports and other related documents.
6. 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:


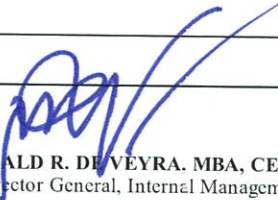
1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at www.csc.gov.ph);
3. Any Proof of Eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photo copy, 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 of 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 (for government employees only);
7. Certificates of trainings attended
8. Latest copy of Appointment, Service Record/Certificate of Employment. (FDA Job Order Personnel need not 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 Muntlupa City;
2. Applicants must advised to secure certified true copies/authenticated copies of documents specified in item number 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: 08 FEB 2024
Deadline of Submission: 18 FEB 2024

Prepared by:	Approved by:
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