

NOTICE OF VACANCY (Plantilla Position)

Center for Device Regulation, Radiation Health and Research (CDRRHR)

Licensing and Registration Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ENG2-5-2000	Engineer II	16	Php 35,106	<b>Education:</b> Bachelor’s degree in Engineering relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> RA 1080

End User’s Preference:

- Education:** Bachelor’s degree in Engineering preferably Electrical Engineering, Electronics and Communications Engineering or Mechanical Engineering.
- Experience:** **One (1) year** of relevant experience in medical device regulation
- Training:** **Eight (8)** hours of relevant training
- Eligibility:** RA 1080
- 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. Reviews and evaluates application for licensing of establishments and/or registration of medium to high risk medical devices;
2. Evaluates compliance documents for License to Operate of medical device establishments and/or product registration;
3. Provides technical assistance related to licensing based on standards and existing rules and regulations set by FDA;
4. Receives telephone/walk-in referrals, inquiries, complaints, and application follow ups related to regulation of medical devices;
5. 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:



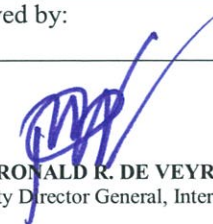
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at [www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- 5. Diploma in any relevant Master’s/ Bachelor’s Degree and Transcript of Records;
- 6. Performance Rating for the last two (2) rating periods (for government employees);
- 7. Certificates of trainings attended, if any (in case of managerial/ supervisory trainings for the last 5 years); and
- 8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

**Note:**

- 1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
- 2. Applicants are limited to apply up to two (2) vacant positions only.

*\*Online submission of applications are now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 04 november 2020  
**Deadline of Submission:** 14 november 2020

Prepared by:	Noted by:	Approved by:
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