

NOTICE OF VACANCY (Plantilla Position)

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

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ENG3-16-2000	Engineer III	19	Php 46,791	Education: Bachelor’s degree in Engineering relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: RA 1080

End User’s Preference:

- Education:** Bachelor’s degree in Engineering relevant to the job
Licensed Engineer of related field (Civil Engineering, Chemical Engineering, Electronics Engineering, Electronics and Communications Engineering, Chemical Engineering, Mechanical Engineering or Sanitary Engineer.
- Experience:** At least 2 years of relevant experience
- Training:** At least 24 hours of training/seminar on the regulation of Medical and Health related devices
- 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. Develops guidelines/policies pertaining to the regulation of medical and health related devices
2. Handles the development of Philippine National Standards for medical and health related devices
3. Conducts post-market surveillance of medical and health related devices including monitoring of advertisement and promotion of regulated products, product verification of medical and health related devices, and preparation of advisories pertaining to medical and health related devices
4. Develops guidelines/policies pertaining to clinical investigation of medical devices for human use
5. Conducts regulatory activities relative to medical device vigilance including post marketing alert system on medical devices
6. 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:


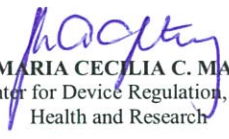
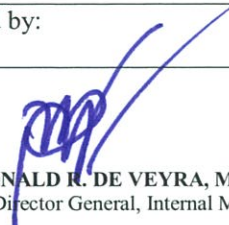
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
- 4. 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)*

Date of Posting: 04 November 2020
Deadline of Submission: 14 November 2020

Prepared by:	Noted by:	Approved by:
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