

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-RT3-13-2000	Radiologic Technologist III	18	Php 42,159	Education: Bachelor’s degree in Radiologic Technology Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: RA 1080

End User’s Preference:

- Education:** Bachelor’s Degree in Radiologic Technology
- Experience:** Two (2) years of experience as a Radiologic Technologists which shall include at least one (1) year of experience in policy making, post marketing surveillance, and regulation of medical devices
- Training:** Eight (8) hours of relevant training
- Eligibility:** RA 1080 (Radiologic Technologists)
- 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. Conducts compliance monitoring of establishment and post-market surveillance of medical devices.
2. Attends to complaints regarding Medical Devices and Health Related Medical Device.
3. Assists in the Development of Policies, Research and Standards:
4. Monitors the implementation of Administrative Order No. 2015-0053 “Implementing Guidelines on the Promotion and Marketing of Prescription Pharmaceutical Products and Medical Devices”
5. Formulates policies on the Labelling Requirements of Medical Devices.
6. Handles consultative meeting/public hearing on the policy formulation.
7. 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:



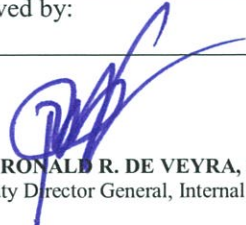
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
- 4. 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:
 JULIE L. ALVARA, RN, MBA OIC, Human Resource Development Division	 ENGR. MARIA CECILIA C. MATIENZO OIC, Center for Device Regulation, Radiation Health and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management