

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – Mindanao East Cluster (MEC)

Number of Vacancy	Item Number	Position Title & Place of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-FDRO4-510095-2015	Food-Drug Regulation Officer (FDRO) IV (Mindanao East Cluster – Region XI)	22	Php 68,415	Education: Bachelor’s Degree relevant to the job Experience: 3 years of relevant experience Training: 16 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

Education:

- Bachelor’s Degree Pharmacy, Chemistry, Microbiology, or Chemical Engineering, Physics or in any allied health science profession.
- Bachelor’s Degree in Food Technology, Nutrition and Dietetics, Food Science or other related courses

Experience:

For Inspection: 3 years of relevant experience (Inspector/Auditor for three (3) years in any of the mandated health products’ establishments and preferably computer literate)

Training: 16 hours of relevant training (preferably seven (7) hours of Good Distribution Practice Training and seven (7) hours of Good Manufacturing Practice Training & two (2) hours of Advance Inspection Techniques)

Eligibility: CS Professional (for non-board courses only) or Republic Act 1080

Job Descriptions:

1. Monitors the performance of FDROs under her/ his supervision through the use of a monitoring scheme ie. scorecard; ✓
2. Reviews plan of action for the inspector’s weekly activities; ✓
3. Reviews statistical and accomplishment reports of the unit/ section/ division; ✓
4. Acts as Officer-in-Charge in the absence of the Division Chief or as directed by the Head of the Agency; ✓
5. Reviews reports including Report of Violations (ROVs), referrals, and letters prepared by the inspection/ audit team or inspectorate; ✓
6. Provides technical assistance/ guidance to FDROs and clients in relation to Good Practices (GxP) inspection; ✓
7. Conducts/ reviews competency assessment of inspectors based on the set competency standards; ✓
8. Coordinates/ collaborates with internal and external clients by attending meetings/ seminars/ workshops/ fora relative to inspection; ✓

9. Testifies before any judicial/ quasi-judicial bodies as government witness; ✓
10. Conducts oversight of operations of FDROs under his/ her supervision; ✓
11. Reviews operational procedures for the inspection process in line with the standards and guidelines of the Food and Drug Administration (FDA); and
12. Performs other 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 FDA-HRDD for initial documentary review and evaluation:


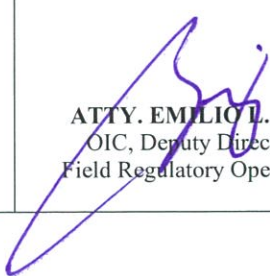
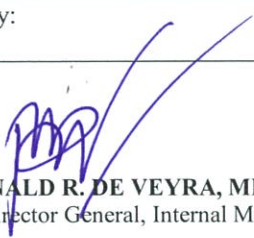
1. Application Letter addressed to FDA Director General with the specific Item Number and Position Title applying for;
2. Duly Accomplished Personal Data Sheet (CS Form 212) 1 copy(downloadable @ www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies;
4. Civil Service (CS) Eligibility/ Board 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: January 13, 2021
Deadline of Submission: January 25, 2021

Prepared by:	Noted by:	Approved by:
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