Food and Drug Administration
Department of Health
Filinvest Civic Drive, AlabangMuntinlupa City

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – South Luzon Cluster (SLC)

Number of Vacancy	Item Number	Position Title & Place of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
2	OSEC-DOHB-FDRO3-13-2000 OSEC-DOHB-FDRO3-14-2000	**Food-Drug Regulation Officer (FDRO) III** (South Luzon Cluster –NCR)	18	Php 42,159	**Education:** Bachelor's Degree relevant to the job **Experience:** 2 years of relevant experience **Training:** 8 hours of relevant training **Eligibility:** Career Service(CS) Professional/ Second Level Eligibility

End User's Preference:

Education:	Bachelor's Degree relevant to the job **For Inspection:** Preferably Bachelor of Science in Pharmacy/Industrial Pharmacy, Food Science/Food Technology, Nutrition and Dietetics, Radiologic Technology, Medical Technology, Chemistry, Chemical Engineering, Veterinary Medicine and Physics
Experience:	Two (2) years of relevant experience (Inspector/Auditor for Two (2) years in any of the mandated health products establishments and preferably computer literate)
Training:	8 hours of relevant training preferably three (3) hours of Good Distribution Practice Training or three (3) hours of Good Manufacturing Practice Training & two (2) hours Technical Writing
Eligibility:	CS Professional (for non-board courses only) or Republic Act (RA) 1080

Job Descriptions:

1. Inspects establishments to monitor their compliance to set standards of Good Practices (GxP) and Food and Drug Administration (FDA) Mandates;
2. Reviews inspection reports submitted by FDROs under his/her supervision;
3. Develops operational procedures for the inspection process in line with the standards and guidelines of FDA;
4. Prepares plan of action, statistical and accomplishment reports, implementation of training programs, and capacity-building activities;
5. Collects sample of health products as directed in the Post Market Surveillance System;
6. Prepares Report of Violations (ROVs), referrals, and communication letters for the endorsement to the respective centers/offices/external clients;
7. Investigates on consumer complaints received to verify the establishments' compliance to set standards of Good Practices (GxP) and FDA Mandates;
8. Testifies before any judicial/quasi-judicial bodies as government witness;
9. Updates the master list of establishments within the assigned area;
10. Provides technical assistance/guidance to FDROs under his/her supervision in relation to Good Practices (GxP) inspection;

11. Conducts competency assessment of inspectors based on the set competency standards;
12. Coordinates/ collaborates with internal and external clients by attending meetings/seminars/workshops/fora relative to inspection; and
13. Perform 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 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 Item Number and Position Title applying for;
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 JANUARY 2021
Deadline of Submission: 14 JANUARY 2021

Prepared by:	Noted by:	Approved by:
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