

NOTICE OF VACANCY (Plantilla Position)

Center for Drug Regulation and Research

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-STAT2-510088-2015	Statistician II	15	Php 33,575	Education: Bachelor’s Degree relevant to the job Experience: One (1) year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Professional / Second Level Eligibility

End User’s Preference:

- Education:** Bachelor’s degree relevant to the job
*Preferably BS Statistics, Biostatistics, Epidemiology and Public Health
- Experience:** **One (1) year** of relevant experience
Preferably in health data/ statistical analyses, applications modeling and programming; research, data management, program monitoring
- Training:** **Preferably Eight (8)** hours of relevant training
- Training related to statistics (e.g. statistical design, methods, and analysis etc.) and statistical software packages (e.g. SAS, SPSS, Stata and Minitab etc.) data management; research; computer science; health informatics
- Eligibility:** CS Professional

Job Description:

1. Participate in designing researches or surveys to produce the required data.
2. Collect, interpret and analyze the data.
3. Present results and recommend key decisions based on results.
4. Prepare reports and articles for publication.
5. Participate in the development of procedures, systems and approaches to streamline CDRR functions.
6. Provide technical assistance to other CDRR staff conducting researches.
7. 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.



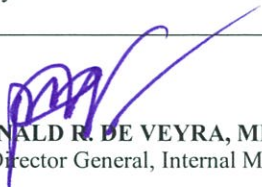
Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 1. Application Letter addressed to FDA Director General with the specific position applied for and 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: 02 FEBRUARY 2021
Deadline of Submission: 12 FEBRUARY 2021

Prepared by:	Noted by:	Approved by:
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