

NOTICE OF VACANCY (Plantilla Position)

Center for Drug Regulation and Research
Product Research and Standards Development Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-FDRO4-28-2021	Food-Drug Regulation Officer IV	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 relevant to the job
Preferably:
- Graduates of Pharmacy or Clinical Pharmacy and Nursing are preferred in the Drug Safety/Pharmacovigilance Unit and the Clinical Trial Unit
- Experience:** **Three (3)** years of relevant experience
Preferably with experience in policy-making, clinical research, post marketing surveillance or compliance monitoring or inspection
- Training:** **Sixteen (16)** hours of relevant training
Training on GCP: Policy-making; Research; Protocol Development and Evaluation, Drug Safety, PV/ AEFEE, counterfeit monitoring
- Eligibility:** CS Professional (for non-board courses only) and/or Republic Act (RA) 1080

Job Description:

1. Review and recommend post marketing surveillance plan, product verification/ authenticity, health advisories, product recall orders, referral, permits/ clearances, advocacies, trainings, clinical studies, and appropriate regulatory action or activities under the PRSDD jurisdiction.
2. Provide technical supervision of staff.
3. Initiate in the development of system on product research and standard development
4. Develop policies, guidelines and operational procedures on licensing of establishment as well as in the registration and monitoring of products under CDRR jurisdiction.

5. Provide technical assistance / advisory services related to PMS activities, Center programs/ advocacies/ directions, and other regulatory issues to stakeholders.
6. Establish inter/ intra collaboration in the licensing of drug establishments as well as in the registration and monitoring of drug products.
7. Develop researches on product safety, efficacy and quality
8. 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 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.


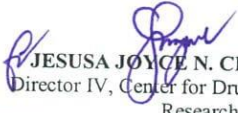
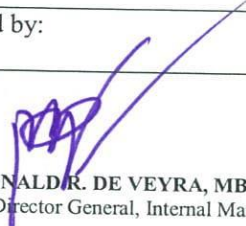
Note:

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: 07 September 2021

Deadline of Submission: 17 September 2021

Prepared by:	Noted by:	Approved by:
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