

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

NOTICE OF VACANCY (Plantilla Position)

Center for Drug Regulation and Research
Licensing and Registration Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
10	OSEC-DOHB-FDRO3-24-2000	Food-Drug Regulation Officer III	18	Php 43,681	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
	OSEC-DOHB-FDRO3-510101-2015				
	OSEC-DOHB-FDRO3-28-2021				
	OSEC-DOHB-FDRO3-29-2021				
	OSEC-DOHB-FDRO3-30-2021				
	OSEC-DOHB-FDRO3-31-2021				
	OSEC-DOHB-FDRO3-32-2021				
	OSEC-DOHB-FDRO3-33-2021				

	OSEC- DOHB- FDRO3-34- 2021				
	OSEC- DOHB- FDRO3-35- 2021				

End User's Preference:

- Education:** Bachelor's degree relevant to the job
Preferably:
***For Licensing Section:**
Graduate of Pharmacy and any Bachelor's Degree relevant to the job.
- Experience:** Two (2) years of relevant experience
***Preferably for Licensing and Registration Division:**
- Experience in evaluation of applications for licensing and registration;
experience in inspection
- Training:** Eight (8) hours of relevant training
For Licensing and Registration Division:
***Licensing:** Licensing process and requirements, GXP's (Good Manufacturing Practice, Good Distribution and Storage Practice, Good Clinical Practice)
- Eligibility:** CS Professional (for non-board courses only) and/or Republic Act (RA) 1080

Job Description:

Licensing and Registration Division - *Licensing Section*

1. Evaluate and process applications for license-to-operate.
2. Provide technical assistance regarding license-to-operate to staff and stakeholders.
3. Participate in the development of policies, guidelines and operational procedures in licensing drug establishments.
4. Participate in the development of systems related to licensing of drug establishments.
5. Participate in strengthening of intra/inter collaboration related to accreditation/licensing and monitoring of drug establishments.
6. Perform other related functions as may be assigned.

Licensing and Registration Division - *Registration Section*

1. Review and process applications related to drug product registration.
2. Participate in the development of systems on product registration.
3. Participate in development policies, guidelines and operational procedures on registration of products under CDRR jurisdiction.
4. Provide technical assistance related to product registration to staff and stakeholders.
5. Assist in establishing inter/intra collaboration in the registration of drugs.
6. 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.


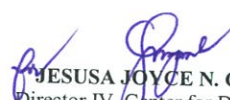
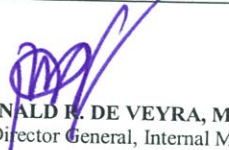
Note:

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:
 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 YESUSA JOYCE N. CIRUNAY, RPh Director IV, Center for Drug Regulation and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management