

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – North Luzon Cluster

Number of Vacancy	Item Number	Position Title & Cluster/Region Assignment	Salary Grade	Preferred Educational Background <i>(See end-user's preference for meaning of legends)</i>	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
4	OSEC-DOHB-FDRO1-17-2020	<b>Food-Drug Regulation Officer (FDRO) I</b> (North Luzon Cluster – Region I)	11	A	Php 25,439	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> Career Service(CS) Professional/ Second Level Eligibility
	OSEC-DOHB-FDRO1-18-2020	<b>Food-Drug Regulation Officer (FDRO) I</b> (North Luzon Cluster – Region II)	11	B	Php 25,439	
	OSEC-DOHB-FDRO1-19-2020	<b>Food-Drug Regulation Officer (FDRO) I</b> (North Luzon Cluster – Region III)	11	A	Php 25,439	
	OSEC-DOHB-FDRO1-26-2020	<b>Food-Drug Regulation Officer (FDRO) I</b> (North Luzon Cluster – Region CAR)	11	A	Php 25,439	

End User’s Preference:

- Education:

\*A- Bachelor’s Degree relevant to the job; graduate of Chemistry, Chemical Engineer or other related course.

\*B- Bachelor’s Degree in Food Technology, Nutrition and Dietetics, Food Science or other related course.
- Experience:

Preferably has six (6) months of experience in regulatory processing and computer literate
- Training:

Preferably has two (2) hours of regulatory training
- Eligibility:

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

**Job Description:**

- 1. Inspects establishment to monitor their compliance to set standards of Good Practices (GxP) and Food and Drug Administration (FDA) Mandates;
- 2. Collects sample of health products as directed in the Post Market Surveillance System;
- 3. Prepares Report of Violation (ROVs), referrals, and communication letters for endorsement to the respective centers/offices/external clients;
- 4. Assists in the Investigation of consumer complaints received to verify the establishments' compliance to set standards of GxP and FDA Mandates;
- 5. Prepares accomplishment reports of assigned area;
- 6. Updates the masterlist of establishments within the assigned area;
- 7. Assists in the development of operational procedures for the inspection process in line with the standards and guidelines of FDA;
- 8. Provides technical assistance to clients in relation to GxP inspection; and
- 9. 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 with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- 2. Two (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 1 copy (downloadable at [www.fda.gov.ph/about/careers](http://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](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 28 SEP 2022

**Deadline of Submission:** 08 OCT 2022

Prepared by:	Approved by:
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