

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – Mindanao West 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
2	OSEC-DOHB-FDRO2-570006-1998	<b>Food-Drug Regulation Officer II</b> (Mindanao West Cluster – Region XII)	15	B	Php 35,097	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service(CS) Professional/ Second Level Eligibility
	OSEC-DOHB-FDRO2-840002-1998	<b>Food-Drug Regulation Officer II</b> (Mindanao West Cluster – Region XII)	15	A	Php 35,097	

End User's Preference:

Education:

- \*A – Bachelor's Degree in Food Technology/Food Science.
- \*B – Bachelor's Degree in Pharmacy/Industrial Pharmacy.

Experience:

- For Inspection:** One (1) year of relevant of experience
- \*A-Preferably has experience in Processed Food Manufacturing/Production and computer literate.
  - \*B-Preferably has experience in Drug Retailing/Drug Distribution/Hospital Pharmacy and computer literate.

Training:

- Four (4) hours of relevant training
- \*A- Preferably Good Manufacturing Practice/ Good Distribution Practice/ HACCP and Food Safety Training.
  - \*B- Preferably Good Distribution Practice/Good Storage Practice/ Good Manufacturing Practice and Good Pharmacy Practice

Eligibility:

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

Job Description:

1. Inspects establishments to monitor their compliance to set standards of Good Practices (GxP) and Food and Drug Administration (FDA) Mandates;
2. Develops operational procedures for the inspection process in line with the standards and guidelines of FDA;
3. Collects samples of health products as directed in the Post Market Surveillance System;
4. Prepares Report of Violations (ROVs), referrals, and communication letters for endorsement to the respective centers/offices/external clients;

- Investigates on consumer complaints received to verify the establishments' compliance to set standards of GxP and FDA Mandates;
- Testifies before any judicial/quasi-judicial bodies as government witness;
- Prepares accomplishment reports;
- Updates the master list of establishments within the assigned area;
- Provides technical assistance to FDROs in relation to GxP inspection;
- Coordinates with internal and external clients by attending meetings relative to inspection;
- 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:


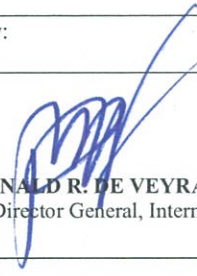
- Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- Qualification Profile (Annex 1) in 1 copy (downloadable at [www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))
- Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- Diploma in any relevant Master's/ Bachelor's Degree and Transcript of Records;
- Performance Rating for the last two (2) rating periods (for government employees);
- Certificates of trainings attended, if any (in case of managerial/ supervisory trainings for the last 5 years); and
- Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

**Note:**

- 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.
- Applicants are limited to apply up to two (2) vacant positions only.

*\*Online submission of applications is now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 21 OCT 2022  
**Deadline of Submission:** 31 OCT 2022

Prepared by:	Approved by:
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