

NOTICE OF VACANCY (Plantilla Position)
Center for Device Regulation Radiation Health and Research

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
Product Research and Standards Development Division					
1	OSEC-DOHB-FDRO4-33-2021	Food-Drug Regulation Officer IV	22	Php 71,511	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 Chemistry, Engineering (ECE, EE, ME)
- Experience:** Three (3) years of supervisory or management experience on Post-Market Surveillance (PMS) and/or policy and standard development of medical devices and health related devices.
- Training:** Twenty-four (24) hours of relevant training on management and supervision, medical and health related devices regulation
- Eligibility:** CSC Professional or RA1080 for courses that require board examination
- Attitude/Values:** With good moral character, detail - oriented, ability to work with minimal supervision and preferably willing to work on extended hours

Job Description:

1. Supervises Post-Market Surveillance (PMS) activities;
2. Plans and supervises the development of policies, guidelines and standards of medical devices and health related devices;
3. Provides technical assistance in relation to PMS activities;
4. Acts as Officer-in-Charge in the absence of PRSDD Chief;
5. Performs 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 addressed to FDA Director General (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: 21 FEB 2023
Deadline of Submission: 03 MAR 2023

Prepared by:	Approved by:
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