

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
Licensing and Registration Division					
1	OSEC-DOHB-LIOF4-37-2021	Licensing Officer IV	22	Php 71,511	Education: Bachelor's degree 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:** Preferably Doctor of Medicine or graduate of Engineering courses (EE, ECE, ME, ChE), Medical Technology, Nursing, Physical Therapy, Radiologic Technology, Dentistry, Chemistry, and other allied medical courses
- Experience:** Three (3) years supervisory or management experience in regulation of medical devices
- Training:** Twenty four (24) hours of training in management and supervision and/or medical device regulation
- Eligibility:** CSC Professional or RA1080 for courses that require board examination
- Attitude/Values:** With good moral character, detail - oriented, can work on extended hours, possesses management, technical, and organizational skills

Job Description:

1. Assists the Division Chief of the Licensing and Registration Division in the implementation of device regulation;
2. Supervises and provides technical assistance to device evaluators;
3. Reviews and ensures the correctness of the data and information indicated in the authorizations prior to finalization and approval;
4. Reviews the evaluation of applications of done by the evaluators;
5. Reviews guidelines/policies regarding implementation of device regulations;
6. Performs other related functions as maybe 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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