

NOTICE OF VACANCY (Plantilla Position)
Center for Drug Regulation and Research
Product Research and Standards Development Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-FDRO1-510086-2015	Food-Drug Regulation Officer I	11	Php 27,000	Education: Bachelor's Degree relevant to the job Experience: None Required Training: None Required Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

Education: Bachelor's degree relevant to the job preferably graduates of Pharmacy or Clinical Pharmacy
Experience: None Required
Training: None Required
Eligibility: Republic Act (RA) 1080

Job Description:

1. Evaluate and process product verification, and/or complaints, and/or product recall and/or adverse events, adverse drug reactions and adverse events following immunization including conduct of investigation and submission to UMC.
2. Facilitate coordination with other concerned units further necessary regulatory actions, as appropriate.
3. Review and process applications under clinical trial unit such as but not limited to clinical trial protocol, informed consents, clinical trial protocol amendments, clearance of monitored release drugs, new drug, new indication, new dosage form/strength, FDC rationale, classification and reclassification, Compassionate Special Permit, and Import Permit.
4. Assists in managing the Clinical Trial Registry/ database.
5. Provide technical assistance regarding post marketing surveillance activities and/or product safety and/or CTU-related applications to stakeholders.
6. Participate in research related to health and/or regulatory issues and/or recent advances and development in regulatory practices and/or literature or peer review to support initial recommendations for CTU-related applications.
7. Participate in the development of policies, guidelines and operational procedures in scientific product evaluation, conduct of clinical trials, licensing of establishments and post marketing activities.

8. Assist in the development of systems related to product registration, clinical trials, licensing of establishments and post marketing activities such as pharmacovigilance.
9. Assist in strengthening of intra/inter collaboration related to monitoring of drug products and drug establishments, pharmacovigilance and CTU-related operations.
10. 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 addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at www.csc.gov.ph);
3. Any Proof of Eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System [CSEVS], Professional Regulation Commission’s [PRC]’s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer’s List or other sites as may be applicable);
4. Copy of valid NBI Clearance
5. Photocopy of Diploma in any relevant Bachelor’s Degree/Masters of Law/Bachelors Degree of Law and Transcript of Records (TOR);
6. Latest Performance Rating available (applicable for government employees only);
7. Certificates of trainings attended
8. Latest copy of Appointment Paper, Service Record and Certificate of Employment. (FDA employees and Contract of Service (COS) personnel are not required to submit this document)

Note:

1. Applicants may also hand in or send through courier their application at Food and Drug Administration - Human Resource Development Division, Filinvest Corporate City, Civic Drive, Alabang Muntinlupa City;
2. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 5 and 6 the soonest time, in case of appointment to the position applied for;
3. Applicants are only limited to apply for up to two (2) vacancies in Contract of Service Positions and Plantilla Positions respectively; and
4. Applications with incomplete documents shall not be entertained.

**Online submission of applications is now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 01 AUG 2023
Deadline of Submission: 11 AUG 2023

Prepared by:	Approved by:
<div>  </div> <div> JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division </div>	<div>  </div> <div> ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management </div>