

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – North Luzon Cluster

| Number of Vacancy | Item Number | Position Title | Salary Grade | Basic Monthly Salary | Civil Service Commission (CSC) Minimum Qualification Standard |
|-------------------|-------------------------|---------------------------------------|--------------|----------------------|--|
| REGION I | | | | | |
| 1 | OSEC-DOHB-FDRO1-17-2020 | Food-Drug Regulation Officer (FDRO) 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 |
| REGION II | | | | | |
| 1 | OSEC-DOHB-FDRO1-18-2020 | Food-Drug Regulation Officer (FDRO) 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 |
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| 1 | OSEC-DOHB-FDRO1-26-2020 | Food-Drug Regulation Officer (FDRO) 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 in Food Technology, Nutrition and Dietetics, Chemical Engineer or any other related course.
Experience: None required
Training: None required
Eligibility: CS Professional (for non-board courses only) or Republic Act (RA) 1080

Job Description:

1. Inspect retail outlets and low-risk or small-scale establishments as determined by the Supervisor following the prescribed QSP/QWP to monitor their compliance to set standards of Gx;
2. Monitors and collects health products available in the market following the prescribed QSP/ QWP to ensure their compliance to set standards of GxP and FDA mandate;
3. Prepares ROV, referrals, and correspondences for Centers/Offices and external clients following the prescribed QSP/ QWP to provide appropriate courses of action;

4. Conducts investigation for retail outlets or low-risk or small-scale establishments for simple types of special assignments as determined by the Supervisor following the prescribed QSP/ QWP to verify the establishments' compliance to set standards of GxP and FDA mandates ;
5. Collects data on the development of inspection-related operational procedures in line with the existing standards and guidelines of the FDA as part of system development;
6. Act as a government witness following FDA rules and regulations to testify before any court or quasi-judicial body as needed;
7. Collects data required for the preparation of accomplishment reports of the assigned section/unit following the prescribed QSP/ QWP for performance evaluation;
8. Provides technical assistance to clients by answering inquiries concerning GxP and inspection following the prescribed QSP/ QWP (delivering service excellence, communicating effectively; 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:


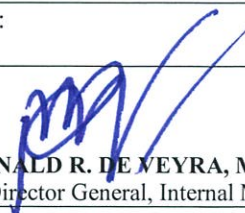
1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 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)

Notes:

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 are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 23 AUG 2023
Deadline of Submission: 02 SEP 2023

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| Prepared by: | Approved by: |
|  JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division |  ATTY. RONALD R. DE MEYRA, MBA, CESO II Deputy Director General, Internal Management |