

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – South Luzon Cluster

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
(NCR-Food Section)					
1	OSEC-DOHB-FDRO2-31-2000	Food-Drug Regulation Officer II	15	Php 36,619	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hour of relevant training Eligibility: Career Service(CS) Professional/ Second Level Eligibility
(NCR-Cosmetic Section)					
1	OSEC-DOHB-FDRO2-40-2000	Food-Drug Regulation Officer II	15	Php 36,619	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hour of relevant training Eligibility: Career Service(CS) Professional/ Second Level Eligibility
(NCR-GDP Section)					
3	OSEC-DOHB-FDRO2-45-2000 OSEC-DOHB-FDRO2-53-2000 OSEC-DOHB-FDRO2-48-2000	Food-Drug Regulation Officer II	15	Php 36,619	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hour of relevant training Eligibility: Career Service(CS) Professional/ Second Level Eligibility

(Region 4A-GDP Section)					
1	OSEC- DOHB- FDRO2- 240002- 1998	Food-Drug Regulation Officer II	15	Php 36,619	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hour of relevant training Eligibility: Career Service(CS) Professional/ Second Level Eligibility
(Region 5-GDP Section)					
1	OSEC- DOHB- FDRO2- 390003- 1998	Food-Drug Regulation Officer II	15	Php 36,619	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hour of relevant training Eligibility: Career Service(CS) Professional/ Second Level Eligibility

End User's Preference

Education:

- * **NCR-Food Section-** Bachelor's Degree in Food Science/Food Technology, Chemistry and Chemical Engineer.
- * **NCR-Cosmetic Section-** Bachelor's Degree in Pharmacy/Industrial Pharmacy, Chemistry, Chemical Engineering, Entomology and Nurse.
- * **NCR-GDP Section-** Bachelor's Degree in Pharmacy/Industrial Pharmacy, Chemistry and Chemical Engineer.
- * **Region 4A-GDP Section-** Bachelor's Degree in Pharmacy/Industrial Pharmacy.
- * **Region 5-GDP Section-** Bachelor's Degree in Pharmacy/Industrial Pharmacy

- Experience:** 1 year of relevant experience (preferably inspector/auditor for one (1) year in any of the mandated health products' establishments and must be computer literate)
- Training:** 4 hours of relevant training (preferably 2 hours of Good Distribution Practice or 2 hours Good Manufacturing Practice Training & 2 hours of Technical writing)
- Eligibility:** CS Professional/ Second Level Eligibility.

Job Description

***NCR-Food Section**

1. Act as lead/co- lead in inspection of food establishments;
2. Prepares inspection reports;
3. Evaluates collected data and information relating to preparation of Report of Violations (ROVs);
4. Identifies applicable FDA rules and regulations related to Report of Violations (ROVs), referrals and communication letters for proper endorsement to concerned office/s;
5. Updates the database / masterlist
6. Collects sample of food products;
7. Provides initial draft of the Quality Standard Procedures (QSPs), Quality Work Procedures (QWPs) and Manual of Operations;
8. Testifies before any judicial/quasi-judicial bodies as government representatives;
9. Perform other functions as may be assigned

***NCR-Cosmetic Section**

1. Act as lead/co- lead in inspection of cosmetics/HUP/HUHS establishments;
2. Prepares inspection reports;
3. Evaluates collected data and information relating to preparation of Report of Violations (ROVs);
4. Identifies applicable FDA rules and regulations related to Report of Violations (ROVs), referrals and communication letters for proper endorsement to concerned office/s;
5. Updates the database / masterlist
6. Collects sample of health products;
7. Provides initial draft of the Quality Standard Procedures (QSPs), Quality Work Procedures (QWPs) and Manual of Operations;
8. Testifies before any judicial/quasi-judicial bodies as government representatives;
9. Perform other functions as may be assigned

***NCR-GDP Section**

1. Act as lead/co- lead in inspection of drug establishments;
2. Prepares inspection reports;
3. Evaluates collected data and information relating to preparation of Report of Violations (ROVs);
4. Identifies applicable FDA rules and regulations related to Report of Violations (ROVs), referrals and communication letters for proper endorsement to concerned office/s;
5. Updates the database / masterlist
6. Collects sample of health products;
7. Provides initial draft of the Quality Standard Procedures (QSPs), Quality Work Procedures (QWPs) and Manual of Operations;
8. Testifies before any judicial/quasi-judicial bodies as government representatives;
9. Perform other functions as may be assigned

***Region 4A-GDP Section**

1. Act as lead/co- lead in inspection of drug establishments;
2. Prepares inspection reports;
3. Evaluates collected data and information relating to preparation of Report of Violations (ROVs);
4. Identifies applicable FDA rules and regulations related to Report of Violations (ROVs), referrals and communication letters for proper endorsement to concerned office/s;
5. Updates the database / masterlist
6. Collects sample of health products;
7. Provides initial draft of the Quality Standard Procedures (QSPs), Quality Work Procedures (QWPs) and Manual of Operations;
8. Testifies before any judicial/quasi-judicial bodies as government representatives;
9. Perform other functions as may be assigned

***Region 5-GDP Section**

1. Act as lead/co- lead in inspection of drug establishments;
2. Prepares inspection reports;
3. Evaluates collected data and information relating to preparation of Report of Violations (ROVs);
4. Identifies applicable FDA rules and regulations related to Report of Violations (ROVs), referrals and communication letters for proper endorsement to concerned office/s;
5. Updates the database / masterlist
6. Collects sample of health products;
7. Provides initial draft of the Quality Standard Procedures (QSPs), Quality Work Procedures (QWPs) and Manual of Operations;

- 8. Testifies before any judicial/quasi-judicial bodies as government representatives;
- 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](http://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

Prepared by:	Approved by:
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