

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office-Mindanao West Cluster

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-FDRO3-840001-1998	Food-Drug Regulation Officer (FDRO) III (Mindanao West Cluster - Region XII)	18	Php 46, 725	Education: Bachelor's Degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:** Bachelor's Degree relevant to the job
For Inspection: Preferably Bachelor of Science in Pharmacy/ Industrial Pharmacy, Food Science/ Food Technology and Nutrition and Dietetics
- Experience:** Two (2) years of relevant experience (Inspector/Auditor for two (2) years in any of the mandated health products establishments and preferably computer literate)
- Training:** 8 hours of relevant training preferably four (4) hours of Good Distribution Practice training or four (4) hours of Good Manufacturing Practice Training & two (2) hours Technical Writing
- Eligibility:** Career Service (CS) Professional (for non-board courses only) or Republic Act (RA) 1080

Job Description:

1. Inspects establishments to monitor their compliance to set standards of Good Practices (GxP) and Food and Drug Administration (FDA) Mandates;
2. Reviews inspection reports submitted by FDROs under his/her supervision;
3. Develops operational procedures for the inspection process in line with the standards and guidelines of FDA;
4. Prepares Plan of Action, statistical and accomplishment reports, implementation of training programs, and capacity-building activities;
5. Collects sample of health products as directed in the Post Market Surveillance System;
6. Prepares Report of Violations (ROVs), referrals, and communication letters for the endorsement to the respective centers/ offices/ external clients;
7. Investigates on consumer complaints received to verify the establishments' compliance to set standards of Good Practices (GxP) and FDA Mandates;
8. Testifies before any judicial/ quasi-judicial bodies as government witness;

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- 9. Updates the master list of establishments within the assigned area;
- 10. Provides technical assistance/ guidance to FDROs under his/her supervision in relation to Good Practices (GxP) inspection;
- 11. Conducts competency assessment of inspectors based on the set competency standards;
- 12. Coordinates/ collaborates with internal and external clients by attending meetings/ seminars/workshops/ fora relative to inspection; and
- 13. 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.


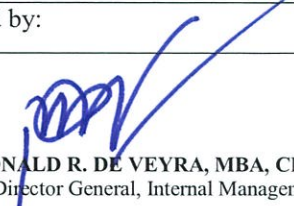
Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 1. Application Letter 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.

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

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