

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office — Mindanao East Cluster

Number of Vacancy	Item Number	Position Title & Place of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-FDR02-750001-1998	Food-Drug Regulation Officer II (Regional Field Office XI)	15	Php 36,619	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:** Bachelor's Degree relevant to the job (Preferably Bachelor's Degree in Pharmacy/Industrial Pharmacy and Food Technology)
- Experience:** 1 year of relevant experience (as inspector of health products and preferably computer literate)
- Training:** 4 hours of relevant training (preferably two (2) hours of Good Distribution Practice Training or two (2) hours of Good Storage Practice Training & two (2) hours of Good Manufacturing Practice Training)
- Eligibility:** 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. Develops operational procedures for the inspection process in line with the standards and guidelines of FDA;
3. Collects samples of health products as directed in the Post Market Surveillance System;
4. Prepares Report of Violations (ROVs), referrals, and communication letters for endorsement to the respective centers/offices/external clients;
5. Investigates on consumer complaints received to verify the establishments' compliance to set standards of GxP and FDA Mandates;
6. Testifies before any judicial/quasi-judicial bodies as government witness;
7. Prepares accomplishment reports;
8. Updates the master list of establishments within the assigned area;
9. Provides technical assistance to FDROs in relation to GxP inspection;
10. Coordinates with internal and external clients by attending meetings relative to inspection;
11. 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

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: 31 AUG 2023

Deadline of Submission: 10 SEP 2023

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