

NOTICE OF VACANCY (Plantilla Position)
Center for Drug Regulation and Research
Licensing and Registration Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
9	OSEC-DOHB-FDRO2-55-2000	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 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility
	OSEC-DOHB-FDRO2-510094-2015				
	OSEC-DOHB-FDRO2-510096-2015				
	OSEC-DOHB-FDRO2-510098-2015				
	OSEC-DOHB-FDRO2-1-2020				
	OSEC-DOHB-FDRO2-2-2020				
	OSEC-DOHB-FDRO2-3-2020				
	OSEC-DOHB-FDRO2-4-2020				
	OSEC-DOHB-FDRO2-27-2021				

End User's Preference:

Education:	Bachelor's degree relevant to the job preferably: <ul style="list-style-type: none">- Graduates of Pharmacy (Pharmacy, Industrial Pharmacy, Clinical Pharmacy), Veterinary Medicine, Life Sciences (refer to the list provided)- Graduates of Veterinary Medicine, BS Pharmacy, Biology and other Life Science courses are preferred in the Veterinary Unit.- Graduate of Pharmacy, BS Biology, BS Microbiology, BS Biotechnology, BS Molecular Biology and other life Science courses are preferred in the Vaccines and Biotechnological Product Unit.
Experience:	One (1) year of relevant experience <ul style="list-style-type: none">- Experience in evaluation of applications for licensing and registration; experience in inspection
Training:	Eight (8) hours of relevant training <ul style="list-style-type: none">- Drug Registration requirements: Labelling, API & FPP Assessment, Stability, BA/BE, Manufacturing Process Validation, Variation, GMP, GDSP, GLP
Eligibility:	RA 1080 or Career Service (Professional) 2 nd Level Eligibility LRD: Pharmacist (RA 1080) ; Veterinarian (RA 1080)

Job Description:

Licensing Division

1. Evaluate and process applications related to issuance of license-to-operate.
2. Provide technical assistance regarding license-to-operate to staff and stakeholders.
3. Participate in developing policies, guidelines and operational procedures in licensing drug establishments.
4. Assist in the development of systems related to licensing of drug establishments.
5. Assist in strengthening of intra/inter collaboration related to accreditation/licensing and monitoring of drug establishments.
6. Perform other related functions as maybe assigned.

Registration Division

1. Review and process applications related to product registration,
2. Assist in the development of systems on product registration
3. Participate in developing policies, guidelines and operational procedures on registration of products under CDRR jurisdictions
4. Provide technical assistance/advisory services related to product registration to stakeholders.
5. Assist in establishing inter/intra collaboration in the registration of drug products.
6. Perform other related functions as maybe 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 and Item Number;


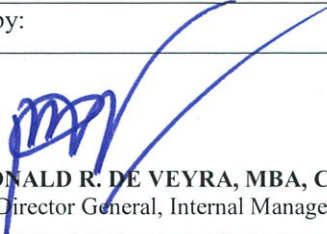
- 2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at www.csc.gov.ph);
- 3. Any Proof of Eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photo copy, 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 of 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 availabe (for government employees);
- 7. Certificates of trainings attended
- 8. Latest copy of Appointment, Service Record/Certificate of Employment. (FDA Job Order Personnel need not 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 Muntlupa City;**
- 2. **Applicants must advised to secure certified true copies/authenticated copies of documents specified in item number 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: 21 FEB 2024
Deadline of Submission: 02 MAR 2024

Prepared by:	Approved by:
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