

**NOTICE OF VACANCY (Plantilla Position)**  
**Center for Drug Regulation and Research**  
**Product Research and Standards Development Division**

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-MDSP2-510018-2015	Medical Specialist II	23	Php 80,003	<b>Education:</b> Doctor of Medicine with a Certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board <b>Experience:</b> Two (2) years of responsible experience as Medical Specialist I or other related experiences <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> RA 1080 (Physician)

**End User's Preference:**

<b>Education:</b>	Doctor of Medicine *from an accredited medical school who finished residency training and specialization
<b>Experience:</b>	5 years of relevant experience * in a specialized field of medicine in an institution accredited for training in the chosen specialty with background in Pharmacology, Pharmacotherapy, Toxicology, Epidemiology, ADR/AEFI Causality Assessment, preclinical and clinical researches related to drug development
<b>Training:</b>	32 hours of relevant training *Pharmacology, Pharmacotherapy, Toxicology, Epidemiology, PV/AEFI Causality Assessment, Protocol Development and Evaluation, Clinical Research, GCP *Preferably undergone postgraduate training program in a local or international academic institution of merit *Preferably a member / fellow / diplomate of good standing and certified accordingly by the appropriate specialty society
<b>Eligibility:</b>	RA 1080

**Job Description:**

1. Evaluates and processes clinical trial applications.
2. Participates in the development policies, guidelines and operational procedures related to clinical trials and other matters under the Center's jurisdiction.
3. Initiates the development of systems and approaches on clinical trial related activities.
4. Provides technical assistance related to clinical trial, pharmacovigilance, post-marketing surveillance to stakeholders.
5. Establishes inter/intra collaboration on clinical trial and drug safety related matters.
6. Provides technical supervision to staff.

7. Performs 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](http://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)


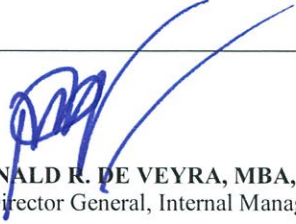
**Note:**

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 is now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 16 FEB 2024

**Deadline of Submission:** 26 FEB 2024

Prepared by:	Approved by:
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