

**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-FDRO3-28-2000	Food-Drug Regulation Officer III	18	Php 46,725	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

**End User's Preference:**

- Education:** Bachelor's degree relevant to the job preferably:  
- Graduates of Pharmacy or Clinical Pharmacy
- Experience:** 2 years of relevant experience in policy-making, compliance monitoring, inspection, pharmacovigilance, clinical trial
- Training:** 16 hours of relevant training in policy-making; Good Clinical Practice; registration of drug products, pharmacovigilance, post marketing surveillance
- Eligibility:** Republic Act (RA) 1080

**Job Description:**

1. Checks the outputs of FDRO I and FDRO II handling product verification, complaints, product recall, adverse drug reactions, adverse events following immunization, and /or clinical trial.
2. Recommends and coordinates with other concerned units/offices on further necessary regulatory actions, as appropriate.
3. Reviews and processes product verification, complaints, product recall, adverse drug reactions, adverse events following immunization, and /or clinical trial.
4. Provides technical assistance regarding post marketing surveillance activities, pharmacovigilance, clinical trials, existing FDA and CDRR-related policies to stakeholders.
5. Develops policies, guidelines and operational procedures on licensing of drug establishments, registration of drug products, post marketing activities, clinical trials and other FDA-related matters.
6. Participates in the development of systems related to product registration, clinical trials, licensing of establishments and post marketing activities such as pharmacovigilance.
7. Participates in strengthening of intra/inter collaboration related to monitoring of drug products and drug establishments, pharmacovigilance and clinical trials.
8. Provides technical supervision to staff.
9. 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 available (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:** 21 FEB 2024  
**Deadline of Submission:** 02 MAR 2024

Prepared by:	Approved by:
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