Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang, Muntinlupa City

# NOTICE OF VACANCY (Plantilla Position)

## Field Regulatory Operations Office-South Luzon Cluster

| Number of Vacancy | Item Number | Position Title & Region Assignment | Salary Grade | Basic Monthly Salary | Civil Service Commission (CSC) Minimum Qualification Standard |
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| **National Capital Region-GDP Section** | | | | | |
| 1 | OSEC-DOHB-PH4-228-2010 | **Pharmacist IV** | 20 | Php 57, 347 | **Education:** Bachelor's Degree in Pharmacy<br>**Experience:** 2 years of relevant experience<br>**Training:** 8 hours of relevant training<br>**Eligibility:** RA 1080 (Pharmacist) |

**End User's Preference**

**Education:** Bachelor's Degree in Pharmacy

**Experience:** Preferably has four (4) years of experience as inspector/auditor in any of health categories

**Training:** Preferably 12 hours of relevant training in GxP inspection

**Eligibility:** Republic Act (RA) 1080 Pharmacist

**Job Description:**

1. Acts as team leader for Drug GDP Section;
2. Prepares inspection schedule;
3. Assists the Inspection Section Supervisor in the monitoring of the activities, functions and accomplishment of deliverables of the Section, in the exercise of the Division's mandate;
4. Checks reports generated by the section such as Referrals, Feedback Reports, Reports of Violation, Communication Letters and other related documents, to ensure accuracy of data by validating the findings and recommendations prior to the submission to the Supervisor, in accordance with prescribed template with the specification and standard set by the Office;
5. Conducts inspection and post-market monitoring or surveillance activities for medium scale to large scale establishments or medium risk to high risk establishments and health products including advertisement and promotional materials and submits a report as basis for the motu propio action
6. Conducts inspection of regulated medium scale or medium risk establishments to large scale or high risk establishments to verify and monitor and their compliance to set standards of GxP and FDA Mandates which shall be the basis for the issuance of Certificate of Compliance or its equivalent and/or any appropriate action deemed necessary by following the established quality system or work procedure of inspection;

7. Monitors and collects samples of regulated health products including advertisement and promotional materials, to verify and monitor their compliance to safety, efficacy and quality by following the established quality system or work procedure in the conduct of post-market surveillance activities;
8. Performs medium to complex special assignments including investigation of complaints for medium scale or medium risk establishment to large scale or high risk establishments to verify the establishments' compliance to set standards of GxP and FDA mandates by following the established quality system or work procedure in the conduct of special assignment;
9. Prepares and submits a report (Report of Violation) and other post inspection related reports, as basis for the motu proprio action of the Director of the Regional Field Office or Legal Services Support Center (LSSC) and/ or appropriate action of the Center by following the established quality system or work procedure of the office;
10. Reviews and finalizes the accomplishment report or other related report of the section or team to ensure data integrity by checking the completeness and correctness of the data and information in accordance with the specification and standard set by the Office;
11. Responds to highly technical inquiries from internal and external clients on matters related to GxP and inspection to clarify and address questions and issues raised by drafting appropriate written correspondences or by responding to email or phone;
12. Assist the Supervisor in the development of procedure for inspection, to ensure efficiency and effectiveness of the implementation of the existing processes by participating in the creation, review and update of current practices, providing feedback on existing policies and protocols based on their experiences, and proposing new ideas;
13. Provides technical assistance to the Inspection Supervisor in the enhancement and strengthening the technical capacity of the Inspectors by acting as Trainer to or coach to Junior Inspectors in the conduct of inspection and PMS related activities, in order to fulfill his duties and responsibilities effectively and efficiently;
14. Provides technical assistance to internal and external clients on matters related to GxP and inspection by acting as resource speaker during conduct of FDA trainings for stakeholders, to build collaboration and partnership, delivering service and promote compliance;
15. Testifies before any court or quasi-judicial body when required or summoned to do so to give a testimony relative to the case by acting as a government witness

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:** 06 FEB 2024
**Deadline of Submission:** 16 FEB 2024

| Prepared by: | Approved by: |
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