

NOTICE OF VACANCY (Plantilla Position)

Center for Cosmetics and Household/Urban Hazardous Substances and Regulation and Research

Product Research and Standard Development Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-FDRO5-510022-2015	Food-Drug Regulation Officer V	24	Php 90,078	<p>Education: Master's Degree or Certificate of Leadership and Management from the CSC</p> <p>Experience: 4 years of supervisory or management experience</p> <p>Training: 40 hours of supervisory/management learning and development intervention</p> <p>Eligibility: Career Service (CS) Professional/ Second Level Eligibility</p>

End User's Preference:

Education: Master's Degree
 For Product research and Development Division (PRSD) preferably:
 - Pharmacy, Industrial Pharmacy, Chemistry, Chemical Engineering,

Experience: **4 (four)** years in position(s) involving management and supervision. Preferably involved on PMS activities including product verification, post-evaluation of acknowledged notifications, product recall, Product Information File (PIF) Audit, advertisement monitoring, complaints handling, adverse event monitoring/reporting; coordinate with LSSC, REU and other Centers/Offices regarding PMS activities; Licensing of Establishments; evaluation of product registration/notification of cosmetics and HUHS products including Household Urban Pesticides (HUP), Pesticide Control Operator (PCO) and Toys and Childcare Articles (TCCAs)

Training: **40 (forty)** hours of relevant training on management and supervision. Preferably with training on PMS activities including product verification, post-evaluation of acknowledged notifications, product recall, Product Information File (PIF) Audit, advertisement monitoring, complaints handling, adverse event monitoring/reporting; coordinate with LSSC, REU and other Centers/Offices regarding PMS activities; Licensing of Establishments; evaluation of product registration/notification of cosmetics and HUHS products including Household Urban Pesticides (HUP), Pesticide Control Operator (PCO) and Toys and Childcare Articles (TCCAs)

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Eligibility: Career Service (CS) Professional/ Second Level Eligibility and/or RA 1080

Job Description:

1. Supervise the Post-Market Surveillance (PMS) activities including product verification, post-evaluation of acknowledge notifications, product recall, Product Information File (PIF) Audit, advertisement monitoring, complaints handling and adverse event monitoring/ reporting;
2. Establish and maintain PIMPS in monitoring of such products in collaboration of the LRD and RFOs;
3. Supervise in the conduct of research work in the recent advances and development in scientific evaluation;
4. Manage the performance of staff;
5. Provide technical assistance relevant to regulation of products under CCHUHSRR;
6. Supervise in the development of issuances/ regulations, policies/ guidelines, operational systems & procedures, and product standard for cosmetics, HUHS, HUP, PCO and TCCAs;
7. Perform other related 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 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:


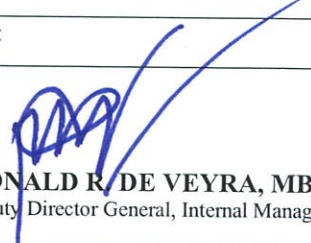
1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 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 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/careers)*

Date of Posting: 10 4 APR 2024
Deadline of Submission: 11 4 APR 2024

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