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

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
5	OSEC-DOHB-FDRO2-510090-2015 OSEC-DOHB-FDRO2-20-2021 OSEC-DOHB-FDRO2-21-2021 OSEC-DOHB-FDRO2-22-2021 OSEC-DOHB-FDRO2-23-2021	Food-Drug Regulation Officer II	15	Php 33,575	**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

End User's Preference:

Education: Bachelor's degree relevant to the job preferably:
- Graduate of Pharmacy or Clinical Pharmacy and Nursing are preferred in the Drug Safety/ Pharmacovigilance Unit and the Clinical Trial Unit & knowledge on Post Market Surveillance system of drugs and medicines

Experience: One (1) year of relevant experience
- Experience in policy making, clinical research, Post Marketing Surveillance or compliance monitoring or inspection

Training: Four (4) hours of relevant training
Policy-making; Research; GCP; Protocol Development and Evaluation; Drug Safety; PV/AEFI; Counterfeit Monitoring

Eligibility: CS Professional (for non-board courses only) and/or Republic Act (RA) 1080

Job Description:

Perform one or more of the following functions:

1. Evaluate and process product verification, and/or complaints, and/or product recall and/or adverse events, adverse drug reactions and adverse events following immunization including conduct of investigation and submission to UMC.
2. Facilitate coordination with other concerned units further necessary regulatory actions, as appropriate.

3. Review and process applications under clinical trial protocol, informed consents, clinical trial protocol amendments, clearance f monitored release drugs, new drug, new indication, new dosage form/strength, FDC rationale, classification and reclassification, Compassionate Special Permit, and Import Permit.
4. Assist in managing the Clinical Trial Registry/database.
5. Provide technical assistance regarding post marketing surveillance activities and/or product safety and/or CTU-related applications to stakeholders.
6. Participate in research related to health and/or regulatory issues and/or recent advances and development in regulatory practices and/or literature or peer review to support initial recommendations to CTU- related applications.
7. Participate I the development of policies, guidelines and operational procedures in scientific product evaluation, conduct of clinical trials, licensing of establishments and post marketing activities.
8. Assist in the development of systems related to product registration, clinical trials, licensing of establishments, and post marketing activities such as pharmacovigilance.
9. Assist in strengthening of intra/inter collaboration related to monitoring of drugs products and drug establishments, pharmacovigilance and CTU-related operations.
10. Provide technical supervision to staff.
11. 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 with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www. csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
5. Diploma in any relevant Master's/ Bachelor's Degree and Transcript of Records;
6. Performance Rating for the last two (2) rating periods (for government employees);
7. Certificates of trainings attended, if any (in case of managerial/ supervisory trainings for the last 5 years); and
8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

Note:

1. **Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.**
2. **Applicants are limited to apply up to two (2) vacant positions only.**

**Online submission of applications are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 07 September 2021
Deadline of Submission: 17 September 2021

Prepared by:	Noted by:	Approved by:
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