

NOTICE OF VACANCY (Plantilla Position)

Center for Drug Regulation and Research Licensing and Registration Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-FDRO4-29-2021	Food-Drug Regulation Officer IV	22	Php 68,415	Education: Bachelor's Degree relevant to the job Experience: 3 years of relevant experience Training: 16 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:
- Graduates of Pharmacy (Pharmacy, Industrial Pharmacy, Clinical Pharmacy), Veterinary Medicine, Life Sciences (refer to the list provided)
 - Graduates of Veterinary Medicine, BS Pharmacy, Biology and other life Science courses are preferred in the Veterinary Unit
 - Graduates of BS Biology, BS Microbiology, BS Biotechnology, BS Molecular Biology and other Life Science courses are preferred in the Vaccine and Biotechnological Product Unit
- Experience:** **Three (3)** years of relevant experience
 Preferably with experience in evaluation of applications for licensing and/or registration; experience in inspection
- Training:** **Sixteen (16)** hours of relevant training preferably on:
Licensing Section: Licensing process and requirements, GXP's (Good Manufacturing Practice, Good Distribution and Storage Practice, Good Pharmacy Practice, Good Dispensing Practice, Good Laboratory Practice, Good Tissue Practice, Good Clinical Practice)
Registration Section: Drug registration process and requirements: Labelling Active Pharmaceutical Ingredient (API) & Finished Pharmaceutical Product (FPP) Assessment, Stability, Bioavailability/ Bioequivalence (BA/BE), Manufacturing Process Validation, Analytical Method Validation and Variation: GXP's
- Eligibility:** CS Professional (for non-board courses only) and/or Republic Act (RA) 1080

Job Description:

Licensing and Registration Division- *Licensing Section*

1. Review and recommend for approval, papers and documents relative to licensing.
2. Provide technical supervision of staff
3. Initiate in the development of system on licensing
4. Develop policies, guidelines and operational procedures on licensing of establishments under CDRR.
5. Provide technical assistance/ advisory services related to licensing of establishments.
6. Establish inter/ intra collaboration in the monitoring of products.
7. Develop researches on product safety, efficacy and quality.
8. Perform other related functions as may be assigned.

Licensing and Registration Division- *Registration Section*

1. Review and recommend for approval, papers and documents relative to registration.
2. Provide technical supervision of staff.
3. Initiate in the development of systems on product registration.
4. Develop policies, guidelines and operational procedures on registration of products under CDRR jurisdiction.
5. Provide technical assistance/ advisory services related to drug product registration.
6. Establish inter/ intra collaboration in the monitoring of products.
7. Develop researches on product safety, efficacy and quality.
8. 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 (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.



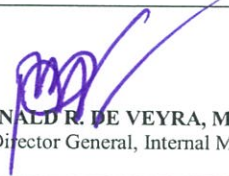
Note:

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:
 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 JESUSA JOYCE N. CIRUNAY, RPh Director IV, Center for Drug Regulation and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management