

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

**POSITION:** (9) Food-Drug Regulation Officer I  
**PAY RATE:** SG 11 (Php 20,754/month)  
**OFFICE:** Center for Food Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

End User’s Preference

**Education:** Preferably with Bachelor’s Degree in Food Technology, Nutrition and Dietetics, Food Science, Microbiology, Chemistry or other related courses.

**Experience:** None required

**Training:** None required

**Eligibility:** Career Service (Professional) Second Level Eligibility

**Attitude/Values:** With good moral character, detailed-oriented, ability to work with minimal supervision and willing to work on extended hours.

Job Description:

Licensing and Registration Division

1. Evaluates and process license-to-operate (LTO)/ Certificate of Product Registration (CPR) applications.
2. Provide technical assistance regarding to clients related to compliance to LTO/CPR requirements.
3. Draft written communications.
4. Perform other related functions as may be assigned.

Product Research and Standards Development Division


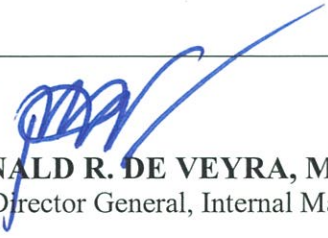
1. Assist in the development of standards and regulation processed food products.
2. Provide technical assistance regarding CFRR regulations to stakeholders.
3. Draft written communications.
4. Perform other related functions as may be assigned.

Food Safety Unit

1. Evaluate and process product verifications and handle consumer complaints
2. Assist in drafting of public advisories on unregistered food products and creating information, Education and communication materials related to food safety.
3. Draft written communications.
4. Provide Technical assistance regarding CFRR and Food Safety regulations to Stakeholders.
5. Perform other related functions as may be assigned.

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.

- 1. Application Letter;
- 2. Duly Accomplished Personal Data Sheet (CS Form 212) (Downloadable @ fda website- Careers area);
- 3. Certified True Copy of Eligibility;
- 4. Certified True Copy of Diploma and Transcript of Record ;
- 5. Certificate of Attendance to training/s, if any;
- 6. NBI Clearance;
- 7. Certificate of Employment/Service Records

<div>Noted by:</div> <div> <b>PILAR MARILYN M. PAGAYUNAN</b> Director IV, Center for Food Regulation and Research</div>	<div>Approved by:</div> <div> <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General, Internal Management</div>
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Date of Posting: 22 February 2021  
Deadline of Submission: 25 February 2021