

NOTICE OF VACANCY (Plantilla Position)

Center for Food 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
2	OSEC-DOHB-FDRO2-8-2020  OSEC-DOHB-FDRO2-9-2020	Food-Drug Regulation Officer II	15	Php 33,575	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:** Preferably Bachelor's Degree in Food Technology, Nutrition and Dietetics, Food Science, Microbiology, Chemistry or other related courses.
- Experience:** Preferably with experience in evaluation of applicants for licensing and registration, or basic working knowledge in the inspection
- Training:** Preferably with training in establishment licensing, product registration, GMP, HACCP, Food Safety, or inspection
- Eligibility:** CS Professional and/or RA 1080

Job Description:

1. Acts as junior evaluator for issuance of Authorizations such as LTO, CPR, GMP/HACCP/Sangkap Pinoy Seal Certifications, Promos and BOC Permit
2. Provides technical comments on draft regulations, proposed legislative bills positions, plans/proposals relative to licensing and registration
3. Acts as resource speaker to seminars
4. Responds to follow ups/queries/letters and complaints
5. Attends to local and international meetings
6. Performs other tasks as may be assigned by the supervisor.

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:


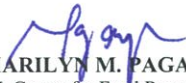
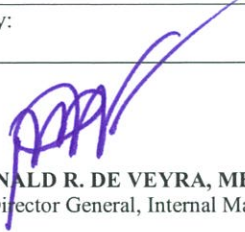
1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification Profile (Annex 1) in 6 copies (downloadable at [www.fda.gov.ph/about/careers](http://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](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 06 JULY 2021  
**Deadline of Submission:** 16 JULY 2021

Prepared by:	Noted by:	Approved by:
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