

NOTICE OF VACANCY (Plantilla Position)
Center for Food 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
3	OSEC-DOHB-FDRO2-5-2020 OSEC-DOHB-FDRO2-6-2020 OSEC-DOHB-FDRO2-7-2020	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:** Preferably Bachelor's Degree in Nutrition/Food Technology/Food Science/Chemistry, Chemical Engineering, and Statistics.
- Experience:** Preferably with experience in policy making, research, PMS or compliance monitoring, or basic working knowledge in the inspection
- Training:** Preferably with training in policy-making, research, establishment licensing and product registration, GMP, HACCP, Food Safety, or inspection
- Eligibility:** CS Professional and/or RA 1080

Job Description:

1. Assists in data gathering as basis in the development of standards/policies
2. Acts as Secretariat in TWG Committees
3. Assist in handling and maintenance of APMSP database
4. Provides technical assistance to stakeholders
5. Attends to local and International meetings
6. Respond to letters/communications
7. Performs other tasks 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:



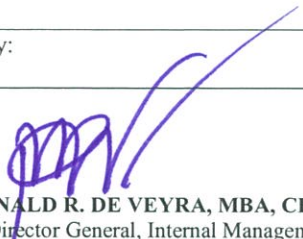
1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
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: 06 JULY 2021
Deadline of Submission: 16 JULY 2021

Prepared by:	Noted by:	Approved by:
 JULIE L. ALYARA, RN, MBA CAO, Human Resource Development Division	 PILAR MARILYN M. PAGAYUNAN Director IV, Center for Food Regulation and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management