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

NOTICE OF VACANCY (Plantilla Position)

Center for Cosmetics and Household/Urban Hazardous Substances Regulation and Research

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
Licensing and Registration Division					
3	OSEC-DOHB-FDRO1-28-2021 OSEC-DOHB-FDRO1-29-2021 OSEC-DOHB-FDRO1-30-2021	Food-Drug Regulation Officer I	11	Php 23,877	**Education:** Bachelor's Degree relevant to the job **Experience:** None required **Training:** None required **Eligibility:** Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

Education:	Bachelor's Degree relevant to the job preferably Pharmacy, Industrial Pharmacy, Chemistry or Chemical Engineering, Agriculture (Major in Entomology) and any allied health science profession
Experience:	None required
Training:	None required
Eligibility:	Career Service (CS) Professional/ Second Level Eligibility or RA 1080

Job Description:

1. Evaluate and Process application for registration of all products under FDA jurisdiction;
2. Participate in the conduct of research work in the recent advances and development in scientific evaluation;
3. Provide technical assistance regarding product registration matters;
4. Assists in the development of systems and product registration;
5. Perform other related functions 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: September 20, 2021
Deadline of Submission: September 30, 2021

Prepared by:	Noted by:	Approved by:
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