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					
4	OSEC-DOHB-FDRO3-36-2021 OSEC-DOHB-FDRO3-37-2021 OSEC-DOHB-FDRO3-40-2021 OSEC-DOHB-FDRO3-41-2021	Food-Drug Regulation Officer III	18	Php 43,681	**Education:** Bachelor's degree relevant to the job **Experience:** 2 years of relevant experience **Training:** 8 hours of relevant training **Eligibility:** Career Service (CS) Professional/ Second Level Eligibility
Product Research Standards and Development Division					
2	OSEC-DOHB-FDRO3-38-2021 OSEC-DOHB-FDRO3-39-2021	Food-Drug Regulation Officer III	18	Php 43,681	**Education:** Bachelor's degree relevant to the job **Experience:** 2 years of relevant experience **Training:** 8 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 BS Agriculture (Major in Entomology), BS Pharmacy, BS Industrial Pharmacy, BS Chemistry or BS Chemical Engineering, Computer Science or any allied health science.

Experience:	**Two (2)** years of relevant experience preferably on licensing of establishments, evaluation of product registration/ notification of cosmetics & HUHS products including Household Urban Pesticides (HUP) and Toys & Childcare Articles (TCCAs).
Training:	**Eight (8)** hours of relevant training on licensing of establishments, evaluation of applications for HUP registration, cosmetics & TCCAs notification; and certification/ clearance / permit applications; development of issuances/ regulations (IRRs, AOs, Circulars, Memoranda) policies/ guidelines, operational systems & procedures and product standards; writing technical reports, project/ program proposals; situationist/ backgrounders, administrative and clients communications; interpret docket case decisions and recommend appropriate course of action; preparation of public health warnings/ advisories/alerts; perform PMS activities including product verification, post-evaluation of acknowledged notifications, product recall, complaints handling, adverse event monitoring/ reporting and preparation of public health warnings/ advisories/alerts; coordinate with LS, CS, REU and other Centers/ Offices regarding PMS activities; preparation of accomplishment reports and perform other task assigned by immediate supervisor.
Eligibility:	Career Service (CS) Professional/Second Level Eligibility and/or RA 1080

Job Summary:

Under general supervision, evaluate and process applications for License to Operate (LTO), HUP registration, cosmetics & TCCAs notification and issuance of other certifications/ clearances/ permits; assist in the conduct of research; provide technical assistance; assist in the development of issuances/ regulations, policies/ guidelines, operational systems & procedures and product standards; perform Post-Market Surveillance (PMS) activities including product verification, post-evaluation of acknowledged notifications, product recall, complaints handling, adverse event monitoring/ reporting and preparation of public health warnings/ advisories/alerts; participate in the inter-/ intra office or government agencies collaboration related to monitoring of cosmetics and HUHS including HUP and TCCAs; Assist immediate supervisor in implementing and monitoring activities within the section or division; preparation of accomplishment reports and other task assigned by immediate supervisor.

Job Description:

1. Evaluate and process applications for LTO, HUP registration, cosmetics & TCCAs notification and issuance of other certifications/ clearances/ permits of products under CCRR jurisdiction.
2. Assist in the conduct of research work in the recent advances and development in scientific evaluation.
3. Provide technical assistance on matters regarding LTO, CPR, notification and other issuance of certificates, clearances/ permits
4. Participate in the development of issuances/ regulations, policies/ guidelines, operational systems & procedures and product standard
5. Perform Post-Market Surveillance (PMS) activities including product verification, post-evaluation of acknowledged notifications, product recall, complaints handling and adverse event monitoring/ reporting.
6. Participate in the inter-/ intra office or government agencies collaboration related to monitoring of cosmetics and HUHS including HUP and TCCAs.
7. Assist immediate supervisor in implementing and monitoring activities within the section or division.
8. Preparation of monthly, quarterly, semi-annual and annual accomplishment reports.
9. Perform other related functions as may be assigned by immediate 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);
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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