

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					
1	OSEC-DOHB-FDRO4-30-2021	Food-Drug Regulation Officer IV	22	Php 68,415	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> 3 years of relevant experience <b>Training:</b> 16 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:** Bachelor's degree relevant to the job preferably BS Pharmacy, Industrial Pharmacy, Chemistry or Chemical Engineering
- Experience:** 3 years of relevant experience preferably management and supervision on licensing of establishments; evaluation of product registration/notification of cosmetics and HUHS products including Household Urban Pesticides (HUP) and Toys and Childcare Articles (TCCAs)
- Training:** 16 hours of relevant training preferably on management and supervision, licensing of establishments, evaluation of product registration/notification of cosmetics and HUHS products including Household Urban Pesticides (HUP) and Toys and Childcare Articles (TCCAs)
- Eligibility:** Career Service (CS) Professional/Second Level Eligibility and/or RA 1080

Job Description:

- Supervision of Licensing and Registration Division performance;
- Review evaluator's recommendation on Marketing Authorization Applications, Communications, Policies and Regulations, Reports and Documentations, and Issuances and Decisions;
- Review and consolidate LRD reports for submission to Division Chief/Unit Head;
- Assist the Division Chief/Unit Head in the management and evaluation of manpower requirements, capacity building, and performance;
- Ensure the proper implementation of internal and external procedures, policies, regulations, and guidelines
- Perform other functions 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](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: September 20, 2021  
Deadline of Submission: September 30, 2021

Prepared by:	Noted by:	Approved by:
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