

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
Product Research Standards and Development Division					
1	OSEC-DOHB-FDRO4-31-2021	Food-Drug Regulation Officer IV	22	Php 68,415	Education: Bachelor’s degree relevant to the job Experience: 3 years of relevant experience Training: 16 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 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:

1. Supervision of policy research, standards and regulation development including the conduct of regulatory impact analysis;
2. Prepares policy agenda and monitors policy formulation;
3. Conducts health technology assessment;
4. Coordinates with other government offices and stakeholders for the development and implementation of policies and standards;
5. Reviews and consolidates reports for submission to Division Chief;
6. Performs other functions and duties as assigned by the Division Chief

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:



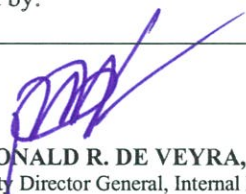
- 1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at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