

NOTICE OF VACANCY (Plantilla Position)
Center for Food Regulation and Research

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
Food Safety and Quality Division					
1	OSEC-DOHB-FDRO4-32-2021	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:** Preferably Bachelor's Degree in Food Technology, Nutrition and Dietetics, Food Science, Microbiology, Chemistry or other related courses
- Experience:** **Three (3) years** of f relevant experience preferably with the following:
- At least 1 year of supervisory experience and with technical experience in GMP, HACCP, Food Safety, establishment licensing, product registration, post-marketing surveillance, compliance monitoring, or basic working knowledge in the inspection
- Training:** Preferably with training in establishment licensing, product registration, GMP, HACCP, Food Safety and inspection
- Eligibility:** CS Professional and/or RA 1080

Job Description:

1. Review and recommend for approval, papers and documents relative to licensing and registration of food products.
2. Provide technical supervision of staff.
3. Initiate in the development of systems on product registration.
4. Develop policies, guidelines and operational procedures on licensing establishment and registration of product under FDA jurisdiction.
5. Provide technical assistance/advisory services related to product registration.
6. Establish intra/inter collaboration related to monitoring of food products.
7. Develop researches on product safety, efficacy and quality.
8. Perform other related functions as may 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)



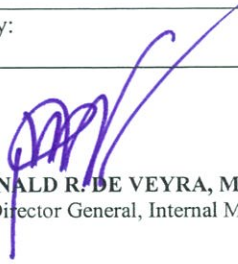
Note:

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: 13 September 2021

Deadline of Submission: 23 September 2021

Prepared by:	Noted by:	Approved by:
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