

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 |
|-----------------------------------------------------|-----------------------|----------------------------|--------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Product Research and Standards Development Division | | | | | |
| 1 | OSEC-DOHB-ND3-46-2021 | Nutritionist-Dietitian III | 18 | Php 43,681 | Education: Bachelor’s Degree Major in Nutrition, Dietetics or Community Nutrition Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 |

End User’s Preference:

- Education:** Bachelor’s Degree Major in Nutrition, Dietetics or Community Nutrition
- Experience:** **Two (2)** years of relevant experience
For PRSDD: Preferably with technical experience in policy making, GMP, HACCP, Food Safety, establishment licensing, product registration, research, systems development and evaluation, products standard development, post-marketing surveillance, compliance monitoring, or basic working knowledge in the inspection
- Training:** **Eight (8)** hours of relevant training
For PRSDD: Preferably with training in policy-making, research, system development and evaluation, post marketing surveillance and compliance monitoring, establishment licensing and product registration, GMP, HACCP, Food Safety, or inspection
- Eligibility:** CS Professional and/or RA 1080

Job Description:

1. Participate in the development of policies, guidelines, and standards on food regulation;
2. Participate in the post marketing surveillance strategies and programs;
3. Conduct research work based on recent advances and development;
4. Provide technical assistance on matters related to food and nutrition;
5. Perform other related function 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.


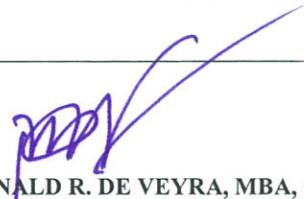
Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 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);
- 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: 20 September 2021
Deadline of Submission: 27 September 2021

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| Prepared by: | Approved by: |
|  JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division |  ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management |