

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
Licensing and Registration Division					
6	OSEC-DOHB-FDRO2-52-2000	Food-Drug Regulation Officer II	15	Php 35,097	<b>Education:</b> Bachelor’s degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility
	OSEC-DOHB-FDRO2-56-2000				
	OSEC-DOHB-FDRO2-59-2000				
	OSEC-DOHB-FDRO2-510102-2015				
	OSEC-DOHB-FDRO2-510103-2015				
	OSEC-DOHB-FDRO2-510104-2015				

End User’s Preference:

- Education:**
- Preferably Bachelor’s Degree in Food Technology, Nutrition and Dietetics, Food Science, Microbiology, Chemistry or other related courses
- Experience:**
- One (1) year of relevant experience**
- Preferably with experience in evaluation of applicants for licensing and registration, or basic working knowledge in the inspection

**Training:** Four (4) hours of relevant training

- Preferably in establishment licensing, product registration, GMP, HACCP, Food Safety and inspection

**Eligibility:** CS Professional and/or RA 1080

**Job Description:**

**Licensing and Registration Division**

1. Evaluate and process applications for License to Operate of all food establishments and for registration of all food products under FDA jurisdiction.
2. Prepare technical correspondence and referrals
3. Provide technical assistance regarding licensing and registration matters
4. Perform other related 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. Four (4) 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 1 copy (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:** 01 SEP 2022  
**Deadline of Submission:** 11 SEP 2022

Prepared by:	Approved by:
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