

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					
1	OSEC-DOHB-FDRO3-37-2000	Food-Drug Regulation Officer III	18	Php 45,203	Education: Bachelor’s degree relevant to the job Experience: 2 years of relevant experience Training: 8 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:** Two (2) years of relevant experience
Preferably 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:** Eight (8) 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:

1. Evaluate and process application for registration of all food products under FDA jurisdiction.
2. Prepares technical correspondence and referrals.
3. Provide technical assistance regarding product registration.
4. Conduct research on recent advances and development in scientific evaluation.
5. Participate in the development of policies, guidelines and operational procedures in scientific evaluation.
6. Participate in the development of systems related to product registration.
7. Participate in strengthening of intra/inter collaboration related to food products.
8. 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. 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: 01 SEP 2022
Deadline of Submission: 11 SEP 2022

Prepared by:	Approved by:
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