

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					
2	OSEC-DOHB-FDRO2-7-2020 OSEC-DOHB-FDRO2-510101-2015	Food-Drug Regulation Officer II	15	Php 35,097	Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:**
- Preferably Bachelor's Degree in Nutrition/Food Technology/Food Science/Chemistry/Chemical Engineering/Veterinary Medicine/Statistics
- Experience:** One (1) year of relevant experience
- Preferably with experience in policy making, research, PMS or compliance monitoring, or basic working knowledge in the inspection
- Training:** Four (4) hours of relevant training
- Preferably with training in policy-making, research, establishment licensing and product registration, GMP, HACCP, Food Safety, or inspection
- Eligibility:** CS Professional and/or RA 1080

Job Description:

Product Research and Standard Development Division

1. Assists in the standards development and research
2. Prepare technical correspondence and referrals
3. Provide technical assistance regarding food standards
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

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);
- 3. Qualification Profile (Annex 1) in 1 copy (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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