

Food and Drug Administration  
Department of Health  
Filinvest Civic Drive, Alabang, Muntinlupa City

NOTICE OF VACANCY (Plantilla Position)

Center for Food Regulation and Research (CFRR)

Licensing and Registration Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ND4-4-2000	Nutritionist-Dietitian IV	20	Php 57, 347	<b>Education:</b> Bachelor’s degree relevant to the job <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education:** Preferably Bachelor’s Degree major in Nutrition, Dietetics or Community Nutrition
- Experience:** 2 years of relevant experience
- Training:** 8 hours of relevant training
- Eligibility:** Career Service (CS) Professional/Second Level Eligibility 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 operation procedures on licensing establishment and registration of products under FDA jurisdiction;
5. Provide technical assistance/advisory services related to product registration;
6. Establish intra/inter collaboration relater to monitoring of food products;
7. Develop researches on product safety, efficacy, and quality;and
8. Perform other related functions as may be assigned immediate supervisor.

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:


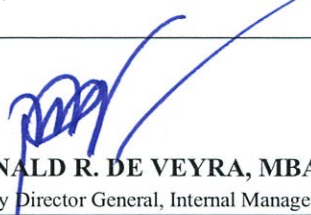
- 1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
- 2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Any Proof of eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System [CSEVS], Professional Regulation Commission’s [PRC]’s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer’s List or other sites as may be applicable);
- 4. Copy of valid NBI Clearance
- 5. Photocopy of Diploma in any relevant Bachelor’s Degree/Masters of Law/Bachelors Degree of Law and Transcript of Records (TOR);
- 6. Latest Performance Rating available (applicable for government employees only);
- 7. Certificates of trainings attended
- 8. Latest copy of Appointment Paper, Service Record and Certificate of Employment. (FDA employees and Contract of Service (COS) personnel are not required to submit this document)

**Note:**

- 1. Applicants may also hand in or send through courier their application at Food and Drug Administration – Human Resource Development Division, Filinvest Corporate City, Civic Drive, Alabang Muntinlupa City;
- 2. Applicants are advised to secure certified true copies/authenticated copies of documents specified in item numbers 5 and 6 the soonest time, in case of appointment to the position applied for;
- 3. Applicants are only limited to apply for up two (2) vacancies in Contract of Service Positions and Plantilla Positions respectively; and
- 4. Applications with incomplete documents shall not be entertained.

*\*Online submission of applications are now accepted. ([www.fda.gov.ph/careers](http://www.fda.gov.ph/careers))*

**Date of Posting:** 02 AUG 2023  
**Deadline of Submission:** 12 AUG 2023

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