

NOTICE OF VACANCY (Plantilla Position)

Center for Cosmetics and Household/Urban Hazardous Substances  
and Regulation and Research

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-FDRO3-510107-2015	Food-Drug Regulation Officer III	18	Php 46,725	<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 and/or RA 1080

End User's Preference:

- Education:** Bachelor's degree relevant to the job preferably BS Agriculture (major in Entomology) BS Pharmacy, BS Industrial Pharmacy, BS Chemical Engineering, Biochemistry, Biology, or any allied science profession.
- Experience:** Two (2) years of relevant experience preferably on Licensing of establishment; evaluation of product registration/notification of Cosmetics and HUHS products including Household Urban Pesticides (HUP), Pesticides Control Operators (PCO) and Toys and Childcare Articles (TCCAs)
- Training:** Eight (8) hours of relevant training preferably on Licensing of establishment; evaluation of product registration/notification of Cosmetics and HUHS products including Household Urban Pesticides (HUP), Pesticides Control Operators (PCO) and Toys and Childcare Articles (TCCAs); and certification/clearance/permit applications; development of issuances/regulations (IRRs, AO, Circulars, Memoranda) policies/guidelines, operational systems procedures and product standards, writing technical reports/program, proposal; situationist/backgrounders, administrative and clients communications, interpret docket case decisions and recommend appropriate course of action, preparation of public health warnings/advisories/alerts; perform PMS activities including product verification, post-evaluation of acknowledged notifications,; coordinate with product recall, complaints handling, adverse event monitoring/reporting; coordinate with LSSC, REU and other Centers/Offices regarding PMS activities; preparation of accomplishment reports and perform other task assigned by immediate supervisor.
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility and/or RA 1080

### Job Description:

1. Evaluate and process applications for LTO, HUHS/HUP/PCO registration, cosmetics & TCCAs notification and issuance of other certifications/clearances/permits of product under CCHUHSRR jurisdiction;
2. Assist in the conduct of research work in the recent advances and development in scientific evaluation;
3. Provide technical assistance on matters regarding LTO, CPR, notification and other issuance of certificate, clearances/ permits;
4. Participate in the development of issuances/ regulations, policies/ guidelines, operational systems & procedures, and product standard;
5. Perform Post-Market Surveillance (PMS) activities including product verification, post-evaluation of acknowledge notifications, product recall, Product Information File (PIF) Audit, advertisement monitoring, complaints handling and adverse event monitoring/ reporting;
6. Participate in the inter-/ intra office or government agencies collaboration related to monitoring of cosmetics and HUHS including HUP, PCO and TCCAs;
7. Assist immediate supervisor in implementing and monitoring activities within the section or division;
8. Preparation of monthly, quarterly, semi-annual, and annual accomplishment reports;
9. Perform other related functions as may be assigned by the 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:


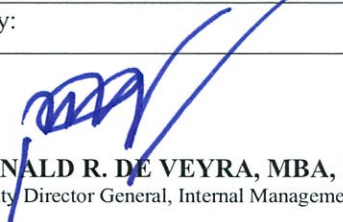
1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 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)*

**Date of Posting:** 31 AUG 2023  
**Deadline of Submission:** 10 SEP 2023

Prepared by:	Approved by:
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