



Department of Agriculture

**FERTILIZER AND PESTICIDE AUTHORITY**

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

# **WE ARE HIRING!**

## **REGISTRATION OFFICER I**

**(Contract of Service)**

**Salary Grade 10 (19,233.00)**

**Pesticide Regulations Division**

### **DUTIES AND RESPONSIBILITIES:**

1. Assist in the conduct of Safety Audit in pesticide manufacturing/formulating/repacking facilities, including research stations;
2. Prepare inspection reports and conforme letters related to Safety Audits;
3. Evaluate proposed product labels and endorse approval/disapproval to Chemist IV;
4. Assist in coordinating with the Pesticide Registration Technical Evaluators (PRTE) through email:
  - a. Prepare and forward registration dossiers to PRTE for evaluation
  - b. Prepare status report/s
  - c. Receive and record evaluation reports from PRTE
  - d. Answer emails and take necessary actions related to data evaluation;
5. Assist in assessing data submission on pesticide product specifications and other data submissions; and
6. Perform other functions that may be assigned from time to time.

### **QUALIFICATION:**

**Education** : Graduate of any four-year course related to Information Technology, Agriculture, Chemistry, or Chemical Engineering

**Experience** : None required

**Training** : None required

**Eligibility** : None required



[hrrecruitmentcos.fpa@gmail.com](mailto:hrrecruitmentcos.fpa@gmail.com)



<https://fpa.da.gov.ph/>



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## REQUIREMENTS:

*Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 6, 2023.*

1. Letter of intent addressed to the JULIETA B. LANSANGAN, Executive Director III;
2. Personal Data Sheet can be downloaded at <http://csc.gov.ph/2014-02-21-08-28-23/pdf/files/category/861-personal-data-sheet-revised-2017.html>
3. Photocopy of Eligibility/equivalent rating/license (if applicable);
4. Photocopy of TOR; and
5. Photocopy of Diploma.

Qualified applicants are advised to send their application to:

[hrrecruitmentcos.fpa@gmail.com](mailto:hrrecruitmentcos.fpa@gmail.com)