



Department of Agriculture

FERTILIZER AND PESTICIDE AUTHORITY

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

WE ARE HIRING!

AGRICULTURIST I

(Contract of Service)

Salary Grade 11(23,877)

Fertilizer Regulations Division

QUALIFICATIONS:

Education : Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine

Experience : None required

Training : None required

Eligibility : Relevant RA 1080

REQUIREMENTS:

Interested and qualified applicants should signify their interest in writing. Send the following requirements to the address below not later than July 17, 2024, 5:00 PM:

1. Letter of intent addressed to the JULIETA B. LANSANGAN, Executive Director III;
2. Personal Data Sheet with attached Work Experience Sheet;
3. Photocopy of 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 or upload their requirements at <https://forms.gle/tCTo3oZkRd1NoybU8>

Applications with incomplete requirements and/or submitted beyond the deadline shall not be entertained.



hrrecruitmentcos.fpa@gmail.com



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



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DUTIES AND RESPONSIBILITIES:

1. Check the completeness and conduct initial evaluation of applications for Traditional (NEW) product registration;
2. Assist in the checking and updating of product registrations record obtained from the index cards;
3. Draft and print the Certificate of Product Registration;
4. Scan the approved product registration certificate and documents for the registration database;
5. File and retrieve product registration documents;
6. Assist in the preparation of communication letters related to traditional fertilizer product registration;
7. Email clients with regards to product registration application compliance or updates;
8. Participate in the inspection of fertilizer Manufacturing sites to ensure adherence to good manufacturing practices;
9. Assist the FRD Inspection team during the conduct of audit of Regional Field Units to check their compliance to ISO 9001:2015;
10. Respond to inquiries received through calls, emails and from walk-in clients; and
11. Perform other tasks as may be assigned by the Immediate supervisor.



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