

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) Food-Drug Regulation Officer I

PAY RATE: SG 11 (Php. 20,754/month)

OFFICE: Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

End User’s Preference

Education: Preferably Graduate of Pharmacy (Pharmacy, Industrial Pharmacy, Clinical Pharmacy

Experience: None required

Training: None required

Eligibility: Preferably R.A 1080 / C.S Professional

Other Requirements:

- Can report to work ASAP.
- Possesses analytical skills, prioritizes, initiates and meets deadlines.
- With good interpersonal and communication skills.
- With good moral character.
- With good computer skills.
- Resourceful, high adaptable, can work independently
- Willing to work on extended hours

Job Description:

Licensing and Registration Division-Registration Section

1. Review and process applications related to drug product registration.
2. Assist in the development of systems on product registration.
3. Participate in developing policies, guidelines and operational procedures on registration of veterinary products under CDRR jurisdiction.
4. Provide technical assistance/advisory services related to product registration to stakeholders.
5. Assist in establishing inter/intra collaboration in the registration of drugs.
6. Perform other related functions as may be assigned.

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.

- 1. Application Letter;
- 2. Duly Accomplished Personal Data Sheet (CS Form 212) (Downloadable @ fda website- Careers area);
- 3. Certified True Copy of Eligibility;
- 4. Certified True Copy of Diploma and Transcript of Record ;
- 5. Certificate of Attendance to training/s, if any;
- 6. NBI Clearance;
- 7. Certificate of Employment/Service Records

Noted by: JESUSA JOYCE N. CIRUNAY, RPh Director IV, Center for Drug Regulation and Research	Approved by: ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management
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Date of Posting: 19 December 2021
Deadline of Submission: 26 December 2021