

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

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION:** (2) Food-Drug Regulation Officer II  
**PAY RATE:** SG 15 (Php 30,531/month)  
**OFFICE:** Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	1 year of Relevant Experience
Training	4 hours of Relevant Training
Eligibility	Career Service (Professional) Second Level Eligibility

**End User’s Preference**

**Education:** Preferably Graduate of Pharmacy (Pharmacy, Industrial Pharmacy, Clinical Pharmacy)  
**Experience:** (1) One year of relevant experience  
**Training:** (4) Four hours of relevant training  
**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:  <b>JESUSA JOYCE N. CIRUNAY, RPh</b> Director IV, Center for Drug Regulation and Research	Approved by:  <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General, Internal Management
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Date of Posting: 19 January 2021  
Deadline of Submission: 26 January 2021