

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

**POSITION: (1) FOOD-DRUG REGULATION OFFICER I**

**PAY RATE: SG 11 (Php 22,316.00/month)**

**OFFICE : Cebu Testing Quality Assurance Laboratory**

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job.
Experience	None required
Training	None required
Eligibility	CS Professional/RA 1080

**End user’s preferences:**

**Education:** Bachelor’s degree in Chemical Engineering, Chemistry, Chemical Technician.

**Experience:** None required

**Training:** None required

**Eligibility:** Preferably with Career Service Professional and/or RA 1080

**Job Description:**


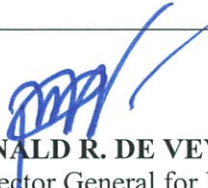
1. Assist in the receiving and releasing of samples in the Receiving and Releasing Unit (RRU) of the laboratory.
2. Encode samples received in the RRU database.. Label samples received with their respective laboratory number.
4. Transmits samples to the section concerned.
5. Encodes result of analysis, generate worksheets and test reports.
6. Endorses reports to respective regions.
7. Perform other related functions as may be assigned by immediate supervisor.

**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 at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
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.

**Date posted:** 02 March 2021

**Deadline of submission:** 05 March 2021

 <b>JOCELYN E. BALDERRAMA, RPh, MBA</b> Director II, Common Services Laboratory	 <b>ATTY. RONALD R. DE VEYRA, MBA,CESO II</b> Deputy Director General for Internal Management
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