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

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (5) Food-Drug Regulation Officer II

PAY RATE: SG 15 (Php 32,053/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

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 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.

Product Research and Standards Development Division

Perform one or more of the following functions:

1. Evaluate and process product verification, and/or complaints, and/or product recall and/or adverse events, adverse drug reactions and adverse events following immunization including conduct of investigation and submission to UMC.
2. Review and process applications under clinical trial unit such as but not limited to clinical trial protocol, informed consents, clinical trial protocol amendments, clearance of monitored release drugs, new drug, new indication, new dosage form/strength, FDC rationale, classification and reclassification, Compassionate Special Permit, and Import Permit.
3. Assist in managing the Clinical Trial Registry/database.
4. Provide technical assistance regarding post marketing surveillance activities and/or product safety and/or CTU-related applications to stakeholders.
5. Participate in research related to health and/or regulatory issues and/or recent advances and development in regulatory practices and/or literature or peer review to support initial recommendations to CTU- related applications.
6. Participate the development of policies, guidelines and operational procedures in scientific product evaluation, conduct of clinical trials, licensing of establishments and post marketing activities.
7. Assist in the development of systems related to product registration, clinical trials, licensing of establishments, and post marketing activities such as pharmacovigilance.
8. 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**

Date of Posting: 21 July 2021
Deadline of Submission: 26 July 2021

Noted by:	Approved by:
JESUSA JOYCE N, CIRUNAY Director IV, Center for Drug Regulation & Research	**ATTY. RONALD R. DE VEYRA, MBA, CESO II** Deputy Director General, Internal Management