

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL
(CASE INSPECTION ASSISTANCE PROJECT)

POSITION: (6) FOOD-DRUG REGULATION OFFICER I

PAY RATE: SG 11 (Php22, 316.00/month)

OFFICE : South Luzon Cluster (NCR)

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job
Experience	None Required
Training	None Required
Eligibility	Civil Service (Professional) 2 nd Level Eligibility

End User’s Preferences:

- **Education:** Preferably in BS Pharmacist, Medical Technology, Chemistry, Chemical Engineer and BS Agriculture Major in Entomology or its equivalent.
- **Experience:** at least has 6 months of relevant experience
- **Training:** at least 4 hours of relevant training
- **Eligibility:** Preferably in Civil Service Professional/RA 1080


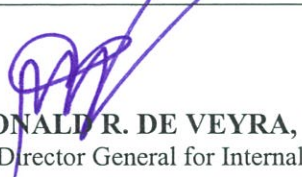
Job Description:

1. To provide Assistance in the administration and execution of the FDA rules and regulations;
2. To aide and in the management of the collection of samples;
3. To provide support in the establishment and monitoring of technical inspection data based;
4. To provide back-up assistance on the conduct of inspection of administrative cases;
5. To provide support in the submission of comprehensive report of the accomplishment; and
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 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: 30 July 2021
Deadline of submission: 04 August 2021

 DR. OSCAR G. GUTIERREZ, JR, MPA Deputy Director General for Field Regulatory Operations Office	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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