

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) FOOD-DRUG REGULATION OFFICER I

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

OFFICE : Davao Testing Quality Assurance Laboratory

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

End User's Preferences:

Education: Bachelor's Degree relevant to the job

Experience: None required

Training: None required

Eligibility: CS Professional/Republic Act (RA) 1080

Job Description:


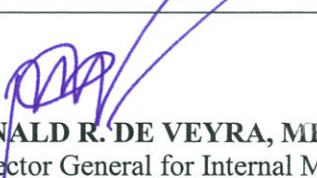
- Assist in the conduct of test samples submitted for analysis in the laboratory;
- Assist in the conduct of research related to laboratory analysis and methods;
- Assist in the gathering of technical data establishment of the standards specification for FDA regulated products;
- Assist in the development of operating policies, guidelines, plans and procedures related to the analysis of samples and compliance of standards rules and regulations enforced by the FDA;
- Provide technical assistance related to physic-chemical, microbiological or animal bio-assay methods; and
- 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: 19 July 2021

Deadline of submission: 26 July 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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