

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL
(FACILITATION AND ASSITANCE TO CASE SERVICE AND EXECUION PROJECT)

POSITION: (4) SPECIAL INVESTIGATOR 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, Criminology, Chemistry and BS Chemical Engineer
- **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 service and execution of FDA rulings, orders and decision of FDA Director General;
2. To provide aide and in the conduct of investigations, surveillance, test buy activities;
3. Facilitating the filing of the report of violations as instructed by their supervisors;
4. To provide support in other technical and regulatory personnel as directed by the Director General, in the application execution and service of search warrants, arrest warrants issued by the court and/ or file criminal actions in court;
5. To provide back-up assistance to all service and execution related activities; 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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***NOTE:**
Successful candidates will be employed until the end of the fiscal year on December 31, 2021 only.