

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (4) Food-Drug Regulation Officer I
PAY RATE: SG 11 (Php 22,316/month)
OFFICE: Center for Drug Regulation and Research

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

End User’s Preference

Education: Preferably Graduate of BS Pharmacy, clinical Pharmacy or Nursing or its equivalent
Experience: None required
Training: None required
Eligibility: CS Professional (2nd level Eligibility) and/or RA1080

Job Description:


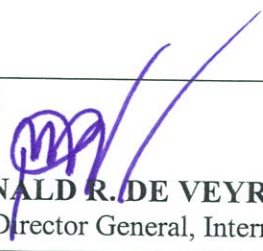
1. Evaluate and process reports of adverse drug reactions and adverse events following immunization including conduct of investigation and submission to UMC. (50%)
2. Facilitate coordination with other concerned units for further necessary regulatory actions, as appropriate. (15%)
3. Provide technical assistance regarding post marketing surveillance activities and/ or product safety to stakeholders. (5%)
4. Participate in the development of policies, guidelines and operational procedures in scientific product evaluation, conduct of clinical trials, licensing of establishment and post marketing activities. (5%)
5. Assist in the development of system related to product registration, clinical trials, licensing of establishment and post marketing activities such as pharmacovigilance. (5%)
6. Assist in strengthening of intra/inter collaboration to monitoring of drug products and drug establishment, pharmacovigilance and CTU-related operations. (10%).
7. 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: 07 September 2021

Deadline of Submission: 13 September 2021

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