

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (6) Food-Drug Regulation Officer I
PAY RATE: SG 11 (Php. 23,877/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 Preferences:

Education: Graduate of any Bachelor's degree

Experience: None required

Training: None required

Eligibility: None required

Other Qualifications:

- Average written and oral communication skills.
- Knowledgeable in MS Office applications
- Possesses positive work values.
- With good moral character and work ethics.


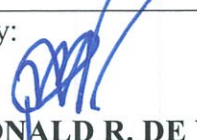
Job Description:

1. Conduct pre-assessment of drug registration application and other authorizations under the jurisdiction of the Center for Drug Regulation and Research (CDRR);
2. Provides technical correspondence and referrals; and
3. 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: 27 January 2022
Deadline of Submission: 02 February 2022

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
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