

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

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (1) FOOD-DRUG REGULATION OFFICER I**

**PAY RATE: SG 11 (Php23,877.00/month)**

**OFFICE : Center for Cosmetics and Household/Urban Hazardous Substances  
Regulation and Research (CCHUHSRR)**

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.  
Preferably BS Agriculture (Major in Entomology),  
BS Pharmacy, BS Industrial Pharmacy, BS Chemistry or BS Chemical  
Engineering  
**Experience:** None  
**Training :** None  
**Eligibility :** Preferably with Career Service (CS) Professional/Second Level Eligibility

**Job Description:**


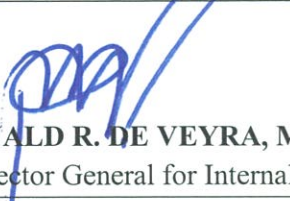
1. Evaluate and process referrals for Post Marketing Surveillance (PMS).
2. Assist in the conduct of research work in the recent advances and development in scientific evaluation.
3. Assist in the development of policies, guidelines and operational procedures on scientific evaluation.
4. Assist in the development of systems related to the conduct of PMS.
5. Assist in strengthening intra/ inter collaboration related to monitoring of products
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: 22 February 2022  
Deadline of submission: 01 March 2022

 ENGR. ANA TRINIDAD F. RIVERA, MSc Director IV, CCHUHSRR	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
---	--