

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (5) FOOD-DRUG REGULATION OFFICER II

PAY RATE: SG 15 (Php33,575.00/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	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (CS) Professional/Second Level Eligibility

End User’s Preferences:

- Education:** Bachelor's degree relevant to the job.
Preferably Pharmacy, Chemical Engineering, Agriculture (Major in Entomology) and any allied health science profession
- Experience:** 1 year of relevant experience
- Training :** 4 hours of relevant training
- Eligibility :** Preferably with Career Service (CS) Professional/Second Level Eligibility

Job Description:

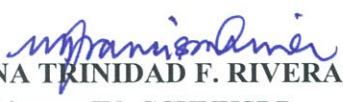
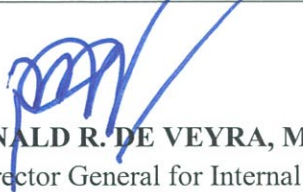
1. Evaluate and process application for registration of all products under FDA jurisdiction.
2. Participate in the conduct of research work in the recent advances and development in scientific evaluation.
3. Provide technical assistance regarding product registration matters.
4. Participate in the development of policies, guidelines and operational procedures on scientific evaluation.
5. Assist in the development of systems related product registration.
6. Assist in strengthening intra/ inter collaboration related to monitoring of products (drugs, devices and pharmaceutical).
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 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
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