

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

**NOTICE OF VACANCY**

**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION:** (10) Food-Drug Regulation Officer I  
**PAY RATE:** SG 11 (Php 23,877/month)  
**OFFICE:** Center for Food Regulation and Research

| QUALIFICATION STANDARD |   |
|------------------------|---|
| Education              | Bachelor's Degree relevant to the job                     |
| Experience             | None required   |
| Training               | None required   |
| Eligibility            | Career Service (Professional)<br>Second Level Eligibility |

**End User's Preference**

**Education:** Preferably with Bachelor's Degree in Food Technology, Nutrition and Dietetics, Food Science, Microbiology, Chemistry or other related courses.

**Experience:** None required

**Training:** None required

**Eligibility:** Career Service (Professional) Second Level Eligibility

**Attitude/Values:** With good moral character, detailed-oriented, ability to work with minimal supervision and willing to work on extended hours.

**Job Description:**

**Licensing and Registration Division**

1. Evaluates and process license-to-operate (LTO)/ Certificate of Product Registration (CPR) applications;
2. Provide technical assistance regarding to clients related to compliance to LTO/CPR requirements;
3. Draft written communications; and
4. Perform other related functions as may be assigned.

**Product Research and Standards Development Division**

1. Assist in the development of standards and regulation processed food products;
2. Provide technical assistance regarding CFRR regulations to stakeholders;
3. Draft written communications; and
4. Perform other related functions as may be assigned.

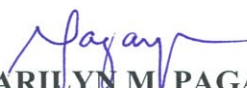
**Food Safety Unit**

1. Evaluate and process product verifications and handle consumer complaints;
2. Assist in drafting of public advisories on unregistered food products and creating information, Education and communication materials related to food safety;
3. Draft written communications;
4. Provide Technical assistance regarding CFRR and Food Safety regulations to Stakeholders; and
5. 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

Noted by:

  
**PILAR MARILYN M. PAGAYUNAN**  
Director IV, Center for Food Regulation and  
Research

Approved by:

  
**ATTY. RONALD R. DE VEYRA, MBA, CESO II**  
Deputy Director General, Internal Management

**Date of Posting:** 18 February 2022

**Deadline of Submission:** 24 February 2022