

Food and Drug Administration  
Department of Health  
Filinvest Civic Drive, Alabang, Muntinlupa City  
**NOTICE OF VACANCY**

**HIRING OF CONTRACT OF SERVICE PERSONNEL**

POSITION : **Two (2) Food-Drug Regulation Officer III**  
PAY RATE : **SG 18 (43,681)**  
OFFICE : **Office of the Director General**

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

**End User's Preference:**

Education : Graduated of Bachelor's Degree relevant to the Job  
Preferably: Graduate of Pharmacy or Clinical Pharmacy are preferred  
Experience : Two (2) years of relevant experience  
Training : Eight (8) hours of relevant training  
Eligibility : CS Professional (for non-board courses only) and/or Republic Act (RA) 1080

**Other Qualifications:**

- Average written and oral communication skills
- Knowledgeable in MS Office applications
- Attention to details and goal oriented
- With good moral character and work ethics

**Job Description**



1. Participate in the development of policies, guidelines and operational procedures.
2. Recommend and coordinate with other concerned units regarding appropriate regulatory actions.
3. Provide technical correspondence and referrals
4. Must be able to generate data and draft presentation
5. Perform other related functions as may be assigned

Applicants are advised to submit the following to the Human Resource Development, FDA, Alabang, Muntinlupa City

1. Application Letter;
2. Duly Accomplished Personal Data Sheet (CS Form 212) (Downloadable at FDA Website- Careers are);
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: 14 February 2022

Deadline of Submission: 21 February 2022

Noted by:  <b>VANESSA O. OLIVAR-MALELANG</b> Planning Officer III	Approved by:  <b>DR. OSCAR G. GUTIERREZ, JR.</b> Officer-in-Charge Director General
---	--