

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

**NOTICE OF VACANCY**

**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION:** (2) Food-Drug Regulation Officer II  
**PAY RATE:** SG 15 (Php. 33,575/month)  
**OFFICE:** Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	1 year experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility/ R.A 1080

**End User’s Preference**

**Education:** B.S in Pharmacy or Health related Bachelor Degree  
**Experience:** At least one-year regulatory experience  
**Training:** Four (4) hours of relevant training  
**Eligibility:** Career Service (Professional) Second Level Eligibility/ R.A No. 1080

**Other Qualifications:**

- Can report ASAP.
- Processes analytical skills, prioritizes, initiates and meets deadlines.
- With good interpersonal and communication skills.
- With good moral character.
- With good computer skills.
- Resourceful, high adaptability and flexibility, can work independently.
- Willing to work on extended hours

**Job Description:**

1. Review and process applications under clinical trial unit such as but not limited clinical trial protocol, informed consents, clinical trial protocol amendments, clearance of monitored release drug, new drug, new indication, new dosage form/ strength, FDC rationale, classification and reclassification, Compassionate Special Permit, and Import Permit;
2. Assist in managing the clinical Research Section database;
3. Assist in research related to health and/ or regulatory issues and/or recent advances and development in regulatory practices and/ or peer review to support initial recommendation for Clinical Research Section-related applications;
4. Assist in the development of policies, guidelines and operational procedures in scientific product, evaluation, conduct of clinical trials, licensing of establishments and post marketing activities;
5. Assist in the development of system related to product registration, clinical trials, and post marketing activities such as pharmacovigilance; and
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 @ 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:** 30 March 2022  
**Deadline of Submission:** 06 April 2022

Noted by:  <b>JESUSA JOYCE N. CIRUNAY, RPh</b> Director IV, Center for Drug Regulation and Research	Approved by:  <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General, Internal Management
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