

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

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

**PAY RATE: SG 11 (Php 23,877.00/month)**

**OFFICE : Center for Cosmetics Household Urban Hazardous Substances Regulation & Research (CCHUHSRR) under LRD**

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job.
Experience	None required
Training	None required
Eligibility	CS Professional/RA 1080

**End user's preferences:**

**Education:** Bachelor's degree relevant to the job. Preferably BS Pharmacy, BS Industrial Pharmacy Chemical, Engineering, BS Chemistry and BS Agriculture (Major in Entomology).

**Experience:** None required

**Training:** None required

**Eligibility:** Preferably with Career Service Professional and/or RA 1080

**Job Description:**



1. Evaluate and process applications 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. Assist in the development of system and product registration; 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 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:** 08 April 2022

**Deadline of submission:** 15 April 2022

 <b>ENGR. ANA TRINIDAD F. RIVERA, MSc</b> Director IV, Center for Cosmetics Regulation and Research	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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