

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) Food-Drug Regulation Officer I

PAY RATE: SG 11 (Php. 23,877/month)

OFFICE: Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

End User’s Preference

Education: B.S in Pharmacy

Experience: None required

Training: None required

Eligibility: Career Service (Professional) Second Level Eligibility/ R.A No. 1080

Other Requirements:

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

Job Description:

Product Research and Standards Development Division / Licensing and  
Registration Division

Perform one or more of the following functions

1. Review and process applications related to drug product registration, applications under clinical trial unit and product verification, and/or complaints and/or product recall and/or adverse events, adverse drug reaction and adverse events following immunization;
2. Provide technical assistance regarding post marketing surveillance activities and/or CTU-related application to stakeholders;
3. Assist in establishing inter/intra collaboration in the registration of drug products, monitoring of drug products, and drug establishments, pharmacovigilance and CTU-related operations;
4. Provide technical supervision to staff; 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

Date of Posting: 05 May 2022  
Deadline of Submission: 12 May 2022

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

May 24 Apr 2022

John