

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 III
PAY RATE: SG 18 (Php 43,681/month)
OFFICE: Center for Drug Regulation and Research

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: Graduates of Veterinary Medicine
Experience: (2) Two years of relevant experience
-Experience in development of veterinary drugs and product
-Knowledge and experience to veterinary medical-related issues associated with animal drugs, products or devices
-Experience in evaluation of applications for licensing and registration
-Experience in inspection

Training: (8) Eight hours of relevant training
Drug registration process and requirements: Labelling, API & FPP
Assessment stability, BA/BE, Manufacturing Process
Validation, Analytical Method Validation, Variation: GXP

Eligibility: CS Professional (for non-board courses only) and/or R.A 1080

Job Description:
Licensing and Registration Division-Registration Section

1. Review and process applications related to veterinary drug product registration.
2. Participate in the development of systems on veterinary product registration.
3. Participate in developing policies, guidelines and operational procedures on registration of veterinary products under CDRR jurisdiction.
4. Provide technical assistance related to product registration to staff and stakeholders.
5. Assist in establishing inter/intra collaboration in the registration of veterinary drugs.
6. Perform other related functions as may be assigned.

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

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: JESUSA JOYCE N. CIRUNAY, RPh Director IV, Center for Drug Regulation and Research	Approved by: ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management
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Date of Posting: 05 May 2022
Deadline of Submission: 12 May 2022