

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

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

POSITION: (1) HEALTH PROGRAM OFFICER II

PAY RATE: SG 15 (PhP33,575.00/month)

OFFICE: Office of the Deputy Director General for Field Regulatory Operations

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Career Service (CS) Professional / Second Level Eligibility

End User's preferences:

Education: Bachelor's degree in Pharmacy

Experience: One (1) year of relevant experience

Training: Eight (8) hours of relevant training

Eligibility: RA 1080

Job Description:

1. Monitor the conduct of preparatory activities towards ISO 17020 certification, PIC/S accession, WHO NRA Global Benchmarking Tool and ASEAN MRA.
2. Assist in the development of guidelines and other related policies on health product regulation and research.
3. Assist in the development of plans and programs in FROO.
4. Attend and represent FROO to meetings related to international and local accession, as may be required.
5. Coordinate with offices within FDA and with external stakeholders including government agencies, industry organizations, non-government organizations, the academe and professional groups for policy and plan development.
6. Draft/prepare technical reports.
7. 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 Records;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 05 May 2022

Deadline of submission: 12 May 2022

ARNOLD G. ALINDADA, Dr.HCM, MPH, RMT OIC, Deputy Director General for FROO	ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------