

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

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Food-Drug Regulation Officer I
PAY RATE: SG 11 (Php. 23,877/month)
OFFICE: South Luzon Cluster (National Capital Region)

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: Bachelor’s degree relevant to job, (Preferably B.S in Pharmacy, BS Medical Technology, BS Chemistry, BS Chemical Engineering, BS Entomology or its Equivalent.

Experience: at least has 6 months of relevant experience

Training: at least has 4 months of relevant training

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

Job Description:

- 1. To provide assistance in the administration and execution of the FDA rules & regulations;
- 2. To aide and in the management of the collection of samples;
- 3. To provide support in the establishment and monitoring of technical inspection data based;
- 4. To provide back-up assistance on the conduct of inspection of administrative cases
- 5. To provide support in the submission of comprehensive report of the accomplishment; 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 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: 09 August 2022
Deadline of submission: 16 August 2022

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