

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

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) FOOD-DRUG REGULATION OFFICER IV

PAY RATE: SG 22 (Php68, 415.00/month)

OFFICE : OFFICE OF THE DIRECTOR GENERAL

QUALIFICATION STANDARD	
Education	Bachelors Degree relevant to the job
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	CS (Professional) Second level eligibility

End User’s Preferences:

- Bachelor’s Degree relevant to the job
- Experience: 3 years of relevant experience
- Training: 16 hours of relevant training

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. Participate in the development of policies, guidelines and operational procedures on scientific evaluation;
5. Assist in the development of system;
6. Assist in strengthening intra- inter collaboration related to monitoring of products (drugs, devices and Cosmetics); and
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 Record;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 14 OCTOBER 2022

Deadline of submission: 19 OCTOBER 2022

 ATTY. KRISTINE DIANNE LIM Executive Assistant IV	ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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