

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

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

**POSITION: (2) FOOD-DRUG REGULATION OFFICER I**

**PAY RATE: SG-11 (Php23, 877.00/month)**

**OFFICE : DAVAO TESTING AND QUALITY ASSURANCE LABORATORY**

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 preferences:**

**Education:** Bachelor's Degree relevant to the job

**Experience:** None required

**Training:** None required

**Job Description:**



1. Assist in the conduct of tests samples submitted for analysis in the laboratory;
2. Assist in the conduct of research related to laboratory analysis and methods;
3. Assist in the gathering of technical data establishment of the standards specification for FDA regulated products;
4. Assist in the development of operating policies, guidelines, plans and procedures related to the analysis of samples and compliance of standards, rules and regulations enforced by FDA;
5. Provide technical assistance related to physico-chemical, microbiological or animal bio-assay methods; and
6. Performs other related functions as maybe 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, if any.

**Date posted:** 09 November 2022

**Deadline of submission:** 10 November 2022

 <b>JOCELYN E. BALDERRAMA, RPh, MBA</b> Director II, Common Services Laboratory	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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