

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) FOOD-DRUG REGULATION OFFICER II

PAY RATE: SG 15 (Php33, 575.00/month)

OFFICE : Policy Planning Services (PFPID)

QUALIFICATION STANDARD	
Education	Bachelor's degree
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility

End user's preferences:

- Education:** Bachelor's degree relevant to the job (Allied Health (Nursing, Pharmacy), Science (Food Science, Nutrition, Biology, Chemistry) courses)
- Experience:** One (1) year of relevant experience in program/project development and technical writing
- Training:** Eight (8) hours of relevant training in program/project development and technical writing
- Eligibility:** Preferably with CS Professional Eligibility or Second Level Eligibility



Job Description:

1. Assists in the effective formulation and review of policies, laws, and regulations;
2. Conducts research for the formulation and review of policies, programs, and projects;
3. Develops procedures and regulations pertaining to health product regulation;
4. Coordinate with internal and external stakeholders, relevant government agencies for policy and research matters; and
5. Performs 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: 26 JAN 2023  
Deadline of submission: 02 FEB 2023

 <b>IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA</b> Director II/OIC, Policy and Planning Services	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
---	---