

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: Center for Drug Regulation and Research (PRSD-CCRS)

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility/ R.A No. 1080

End User’s Preference
Education: B.S in Pharmacy or any allied health science course
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility/ R.A No. 1080

- Other Qualifications:**
- Can report ASAP.
 - Processes analytical skills, prioritizes, initiates and meets deadlines.
 - With good interpersonal and communication skills.
 - With good moral character.
 - With good computer skills.
 - Resourceful, high adaptable can work independently.
 - Willing to work on extended hours

- Job Description:**
1. Review and process applications under clinical research section such as but not limited to monitored release drug, new drug, new indication, new dosage form/ strength, FDC rationale, classification and reclassification of drug products;
 2. Assist in managing the clinical Research Section database;
 3. Assist in research related to health and/ or regulatory issues and/or recent advances and development in regulatory practices and/ or literature or peer review to support initial recommendation for Clinical Research Section-related applications;
 4. Assist in the development of policies, guidelines and operational procedures in scientific product, evaluation, conduct of clinical trials, licensing of establishments and post marketing activities;
 5. Assist in the development of system related to product registration, clinical trials, and post marketing activities such as pharmacovigilance; 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 @ fda website- Careers area);
- 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 of Posting: 02 FEB 2023
Deadline of Submission: 09 FEB 2023

Noted by: JESUSA JOYCE N. CIRUNAY, RPh Director IV, Center for Drug Regulation and Research	Approved by: ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management
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Jan 2023