

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

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

**POSITION:** (3) Food-Drug Regulation Officer I  
**PAY RATE:** SG 11 (Php. 23,877/month)  
**OFFICE:** Center for Drug Regulation and Research (PRSD-SDS)

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  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Career Service (Professional) Second Level Eligibility/ R.A No. 1080

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

- Job Description:**
1. Conducts research on current international standards related to clinical trials, registration of drug product, pharmacovigilance, postmarketing surveillance, licensing of drug establishments; recent advances and development in regulatory practices, among others;
  2. Develop policies, guidelines and operational procedures on drug-related processes;
  3. Assist in the development of system related to product registration, clinical trials, licensing of establishments, pharmacovigilance and post marketing surveillance activities; and
  4. 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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18 Jan 2023