

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 (Php 25,439/month)
OFFICE: Center for Cosmetics and Household/Urban Hazardous Substances
Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service Professional and/or RA 1080

End User’s Preference:

Education: Preferably with BS Pharmacy, BS Industrial Pharmacy, BS Chemistry, BS Chemical Engineering, Agriculture (Major in Entomology) and any allied health science profession

Experience: None required

Training: None required


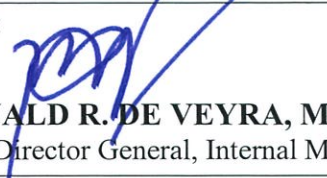

Eligibility: Preferably Career Service Professional and/or RA 1080

Job Description:

1. Evaluate and process application 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. Assist in the development of system related product registration;
5. 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

Noted by:  ENGR. ANA TRINIDAD F. RIVERA, MSc Director IV, CCHUHSRR	Approved by:  ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management 
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Date of Posting: 1 2 MAY 2023
Deadline of Submission: 1 9 MAY 2023