

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (6) Food-Drug Regulation Officer II
PAY RATE: SG 15 (Php 35,097/month)
OFFICE: Center for Cosmetics and Household/Urban Hazardous Substances
Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	1 year relevant experience
Training	4 hours of relevant training
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: 1 year of relevant experience

Training: 4 hours of relevant training




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 advances and development in scientific evaluation;
3. Provide technical assistance regarding product registration matters;
4. Participate in the development of policies, guidelines and operational procedures in the scientific evaluation;
5. Assist in the development of system related product registration;
6. Assist in the strengthening intra/inter collaboration related to monitoring of products (Cosmetic, HUHS, HUP and TCCA).
7. 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: 12 MAY 2023
Deadline of Submission: 19 MAY 2023