

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 Drug Regulation and Research (Licensing and Registration Division)

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

**End user's preference:**

**Education:** Preferably in BS Pharmacy

**Eligibility:** Preferably R.A 1080 (Registered Pharmacist)

**Job Description:**


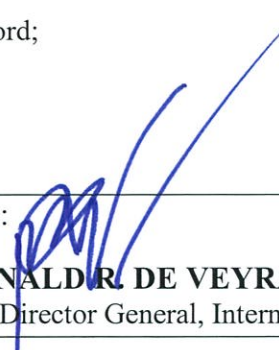
1. Review and process applications related to product registration;
2. Participate in the development of systems on product registration;
3. Participates in the development of policies, guidelines and operational procedures on registrations under CDRR jurisdiction;
4. Provide technical assistance related to product registration to staff and stakeholders;
5. Participate in strengthening of inter/intra collaboration to staff and stakeholders;
6. Perform other related functions as may be assigned.

**Other Requirements:**

- Can report to work ASAP.
- Possesses 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

**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:  <b>JESUSA JOYCE N. CIRUNAY, RPh</b> Director IV, Center for Drug Regulation and Research	Approved by:  <b>ATTY. RONALDO DE VEYRA, MBA, CESO II</b> Deputy Director General, Internal Management
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**Date of Posting:** 11 MAY 2023  
**Deadline of Submission:** 18 MAY 2023