

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 (Product Research and Standards Development 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. Evaluate and process product verification, and/or complaints, and/or product recall and/or adverse events, adverse drug reactions and adverse events following immunization including conduct of investigation and submission to UMC.
 2. Provide technical assistance regarding post marketing surveillance activities to stakeholders.
 3. 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.
 4. Assist in the development of systems related to product registration, clinical trials, licensing of drug establishments and post marketing activities.
 5. Assist in establishing inter/intra collaboration on CDRR-related matters.
 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: 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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Date of Posting: 11 MAY 2023
Deadline of Submission: 18 MAY 2023