

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (4) FOOD-DRUG REGULATION OFFICER I

PAY RATE: SG-11 (Php25, 439.00/month)

OFFICE : DAVAO TESTING AND QUALITY ASSURANCE LABORATORY

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 preferences:

Education: Bachelor's degree relevant to the job; preferably graduate of Pharmacy
Medical Technology, Chemistry and other allied medical/ science course

Experience: None required

Training: None required

Eligibility: Career Service (CS) Professional or RA1080 for courses that require board
Examination.

Attitude and Values: With good moral character, detail-oriented, ability to work with minimal
supervision

Job Description:



1. Provide technical assistance related to physico-chemical and/ or microbiological test analysis;
2. Assist in the gathering of technical data establishment of the standards specification for FDA regulated product; and
3. Performs other related functions as maybe 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 at**<http://www.fda.gov.ph/careers>) back-to-back, two copies;
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, if any.

Date posted: 10 MAY 2023

Deadline of submission: 17 MAY 2023

 DR. OSCAR G. GUTIERREZ, JR, MPA Deputy Director General-FROO	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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