

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: FROO-MINDANAO WEST CLUSTER (RFO-XII)

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: Bachelor’s Degree relevant to the job
Eligibility: Preferably R.A 1080/CS Professional

- Job Description:
- 1. Provide assistance in the Administration and execution of the FDA rules and regulations;
 - 2. To Aide in the management of the collection sample;
 - 3. To provide support in the establishment and monitoring of technical inspection data based;
 - 4. To provide back-up assistance on the conduct of inspection of administrative cases;
 - 5. To provide support in the submission of comprehensive report of the accomplishment;
 - 6. 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

Date posted: 09 JUN 2023
Deadline of submission: 16 JUN 2023

 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 DR. SAMUEL A. ZACATE FDA, Director General
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