

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 (Php 25,439/month)
OFFICE: Center for Drug Regulation and Research (PRSDD-CRS)

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility/ R.A No. 1080

End User’s Preference
Education: B.S in Pharmacy or any allied health science course
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility/ R.A No. 1080

- Other Qualifications:**
- Can report ASAP.
 - Processes 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

- Job Description:**
1. Review and processing of clinical trial related applications - initial clinical trial application import license for investigational products and ancillary supplies, notifications and amendments.
 2. Review of clinical trial related reports.
 3. Assist in the development of policies, guidelines, and operational procedures related to clinical trial regulation.
 4. Coordinates with the Scientific Advisory Committee (SAC) and other stakeholders on policies and matters related to applications and conduct of clinical trials.
 5. Assist the clinical trial regulatory inspectors as subject matter experts in the conduct of clinical trial inspection, as well as preparation of needed documents by the inspectors.
 6. Review and process import & export permit applications for items/materials related to clinical trial and product development of drug products.
 7. Review and process Compassionate Special Permit (CSP) applications.
 8. Assist in the development of policies, guidelines, and operational procedures related to CSP.
 9. Assist in the organization and management of CRS database.
 10. Respond to concerns and inquiries and provide needed regulatory guidance on CRS related applications and processes.
 11. Performs 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 Record

Noted by: JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	Approved by: DR. SAMUEL A. ZACATE Director General
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Date of Posting: 29 AUG 2023
Deadline of Submission: 05 SEP 2023