

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (7) Food-Drug Regulation Officer I
PAY RATE: SG 11 (Php. 23,877/month)
OFFICE: South Luzon Cluster (National Capital Region)

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:

- *(3) Drug Section – Preferably BS in Pharmacy, Registered Pharmacist
- *(3) Medical Device Section – Preferably BS Medical technology, Doctor of Optometry
- *(1) Food Section – Preferably BS Food Technology or any Food Sciences.

Experience: at least has 6 months of relevant experience

Training: at least has 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility/ R.A No. 1080

Job Description:

1. To provide assistance in the administration and execution of the FDA rules & regulations;
2. To aide and in the management of the collection of samples;
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; and
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 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.

Date posted: 16 AUG 2023
Deadline of submission: 21 AUG 2023

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