

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

**POSITION:** (1) Food-Drug Regulation Officer II  
**PAY RATE:** SG 15 (Php 35,097/month)  
**OFFICE:** Center for Cosmetics and Household/Urban Hazardous Substances  
Regulation and Research

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	1-year relevant experience
Training	4 hours of relevant training
Eligibility	Career Service Professional and/or RA 1080

**End User's Preference**

**Education:** Preferably with BS Pharmacy, BS Industrial Pharmacy, BS Chemistry, BS Chemical Engineering, Agriculture (Major in Entomology) and any allied health science profession  
**Experience:** 1 year of relevant experience  
**Training:** 4 hours of relevant training  
**Eligibility:** Preferably Career Service Professional and/or RA 1080

**Job Description:**

1. Evaluate and process application for registration of all products under FDA jurisdiction;
2. Participate in the conduct of research work in the advances and development in scientific evaluation;
3. Provide technical assistance regarding product registration matters;
4. Participate in the development of policies, guidelines and operational procedures in the scientific evaluation;
5. Assist in the development of system related product registration;
6. Assist in the strengthening intra/inter collaboration related to monitoring of products (Cosmetic, HUHS, HUP and TCCA).
7. 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 Notarized 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:   <b>JULIE L. ALVARA, RN, MBA</b> CAO, Human Resource Development Division	Approved by:   <b>DR. SAMUEL A. ZACATE</b> Director General
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**Date of Posting:** 22 SEP 2023  
**Deadline of Submission:** 29 SEP 2023