

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Food-Drug Regulation Officer III
PAY RATE: SG-18 (Php 45, 203/month)
OFFICE: Center for Drug Regulation and Research

QUA LIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility


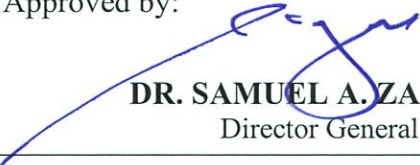
End user’s preference:
Education: Preferably Graduates of Veterinary Medicine or BS in Pharmacy
Eligibility: Preferably R.A 1080
Experience: (2) Two years of relevant experience
-Experience in development of Veterinary drugs and product
-Knowledge and experience to veterinary medical-related issues associated with animal drugs, products or devices
-Experience in evaluation of applications for licensing and registration
-Experience in inspection
Training: (8) Eight hours of relevant training
Drug registration process and requirements: Labelling, API & FPP Assessment stability, BA/BE Manufacturing Process Validation, Variation: GXPs

Job Description:
Licensing and Registration Division

1. Review and process applications related to veterinary drug product registration;
2. Participate in the development of systems on veterinary product registration;
3. Participates in the development of policies, guidelines and operational procedures on registrations of veterinary products under CDRR jurisdiction;
4. Provide technical assistance related to product registration and license-to-operate to staff and stakeholders;
5. Participate in strengthening of inter/intra collaboration in the registration of veterinary drugs; 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 @ 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

<div>Noted by:</div> <div> JULIE L. ALVARES, RN, MBA CAO, Human Resource Development Division</div>	<div>Approved by:</div> <div> DR. SAMUEL A. ZACATE Director General</div>
--	---

Date of Posting: 05 OCT 2023
Deadline of Submission: 12 OCT 2023