

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

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION:** (3) Food-Drug Regulation Officer I  
**PAY RATE:** SG 11 (Php 25,439/month)  
**OFFICE:** Center for Food Regulation and Research

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:** Preferably with a Bachelor’s Degree in Food Technology, Nutrition and Dietetics, Microbiology, Chemistry, and other food science-related courses.

**Experience:** None required

**Training:** None required


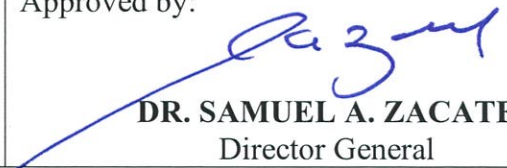
**Eligibility:** Career Service (Professional) Second Level Eligibility

**Job Description:**

1. Evaluate and process license-to-operate (LTO)/ Certificate of Product Registration (CPR) applications;
2. Assists in the development of standards and regulation of processed food products;
3. Evaluate product verifications, product registration and handle consumer complaints;
4. Provides technical assistance related to compliance to LTO/CPR regarding CFRR regulations including Food Safety to clients/stakeholders;
5. Assists in the drafting of public advisories on unregistered food products and creating information, Education, and communication materials related to food safety;
6. Draft written communications; and
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 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:** 23 JAN 2024

**Deadline of Submission:** 30 JAN 2024