

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) **HEALTH PROGRAM OFFICER II**
PAY RATE: SG 15 (Php35, 097.00/month)
OFFICE : Deputy Director General for Field Regulatory Operations Office

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility


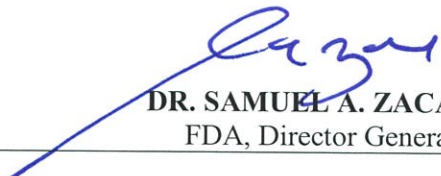
End User’s Preferences:
Education: Bachelor’s degree in Pharmacy
Experience: One (1) year relevant experience
Training: Eight (8) hours of relevant training
Eligibility: R.A 1080

- Job Description:**
1. Monitor the conduct of preparatory activities towards ISO 17020 certifications, PIC/S accession, WHO NRA Global Benchmarking Tool and ASEAN MRA;
 2. Assist in the development of guidelines and other related policies on health product regulation and research;
 3. Assist in the development of plans and programs in FROO;
 4. Attend and represent FROO to meetings related to international and local accession, as may be required.
 5. Coordinate with the Office within FDA and with external stakeholders including government agencies, industry organizations, non-government organizations, the academe and professional groups for policy and plan development;
 6. Draft/prepare technical reports; 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 Notarize 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: 30 JAN 2024
Deadline of submission: 06 FEB 2024

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