

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

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) FOOD DRUG REGULATION OFFICER I

PAY RATE: SG 11 (Php 25,439.00/month)

OFFICE : South Luzon Cluster (RFO-NCR)

QUALIFICATION STANDARD	
Education:	Bachelor's Degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	Career Service ( CS Professional) / RA 1080

End User's Preference:

Education: Bachelor's Degree in Pharmacy  
Experience: none required  
Training: none required  
Eligibility: Career Service ( CS Professional) / RA 1080


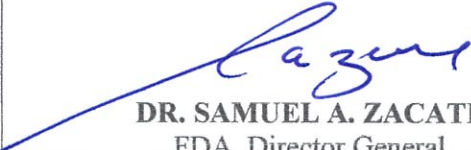
Job Description:

- 1. To provide assistance in the administration and execution of FDA rules and regulations;
- 2. To aide in the management of the collection of samples;
- 3. To provide support in the establishment and monitoring of technical inspection database;
- 4. To provide technical assistance and administrative support function
- 5. To provide support in the submission of comprehensive reports and accomplishments; and
- 6. Performs other 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 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: 01 FEB 2024  
Deadline of submission: 08 FEB 2024

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