

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 II**  
**PAY RATE:** SG 15 (Php35,097.00/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 Pharmaceutical Sciences, BS Industrial Pharmacy, BS Chemistry, BS Chemical Engineering, BS in Biochemistry, BS Biology, BS Public Health, BS Nursing, BS Agriculture (Major in Entomology) and any BS Course with at least three (3) units of Toxicology subject.

**Experience:** 1 year of relevant experience

**Training:** 4 hours of relevant training


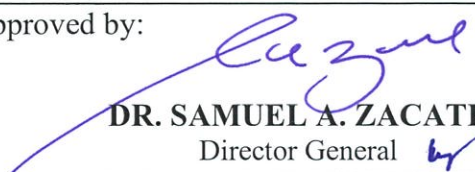
**Eligibility:** Preferably Career Service Professional and/or RA 1080

**Job Description:**

1. Evaluate and process applications for LTO, registration/notification, and other authorization of CCHUHSRR-regulated establishment and products;
2. Conduct post-marketing surveillance (PMS) activities covering CCHUHSRR-regulated products;
3. Provide technical assistance in the implementation of licensing, registration/notification, and PMS guidelines for CCHUHSRR-regulated establishment and products;
4. Participate in the formulation and review of internal and external policies, guidelines and operational procedures;
5. Assist in the development of system necessary to facilitate CCHUHSRR processes;
6. Prepare correspondences, reports, response to inquiries and communication, and other documentation; 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 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:** 10 4 MAR 2024  
**Deadline of Submission:** 11 1 MAR 2024