

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 : VISAYAS CLUSTER (REGION VII)

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job.
Experience	None required
Training	None required
Eligibility	CS Professional/RA 1080



End user’s preferences:  
Education: Bachelor’s degree relevant to the job. Preferably BS Pharmacy, Food Technology or Chemist  
Experience: None required  
Training: None required  
Eligibility: Preferably with Career Service Professional and/or 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 sample.  
3. To establish and monitor the technical inspection database.  
4. To provide technical assistance and administrative support functions  
5. To provide support in the submission of inspection report and accomplishment  
6. Perform other related functions as may be assigned by immediate supervisor.

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 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: 19 MAR 2024  
Deadline of submission: 26 MAR 2024

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