

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

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

**POSITION: (1) FOOD DRUG REGULATION OFFICER I  
PAY RATE: SG 11 (Php 25,439.00/month)  
OFFICE: SOUTH LUZON CLUSTER – RFO-IVB**

<b>QUALIFICATION STANDARD</b>	
<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (CS) Professional / Second Level Eligibility

**End User's preferences:**

**Education:** Bachelor's Degree in in B.S. in Pharmacy, Medical Technology, and Electronics and Communications Engineering (ECE)

**Experience:** None required

**Training:** None required

**Eligibility:** Career Service (CS) Professional / Second Level Eligibility (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 back-up assistance on the conduct of inspection of administrative cases;
5. To provide support in the submission of comprehensive report of the accomplishment; and
6. Performs other functions as may be assigned by the SLC Director

**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 Records;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

**Date posted:** 18 APR 2024

**Deadline of submission:** 25 APR 2024

 <b>JULIE L. ALVARA, RN, MBA</b> CAO, HRDD	 <b>DR. SAMUEL A. ZACATE</b> Director General
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