

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 NCR

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

End User's preferences:

Education: Bachelor's Degree in Pharmacy

Experience: None required

Training: None required

Eligibility: Career Service (CS) Professional / Second Level Eligibility


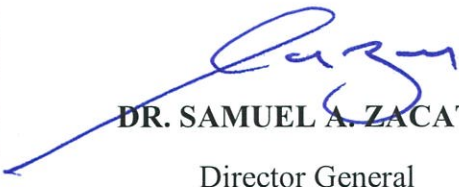
Job Description:

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

 JULIE L. ALVARA, RN, MBA CAO, HRDD	 DR. SAMUEL A. ZACATE Director General
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