

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) PLANNING OFFICER II

PAY RATE: SG 15 (Php30, 531.00/month)

OFFICE : Deputy Director General for Field Regulatory Operations Office

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	1 year relevant experience
Training	4 hours relevant training
Eligibility	Career Service (Professional) /2 nd Level Eligibility

End user's preferences:

Education: Bachelor degree relevant to the job.

Experience: 1 year relevant experience

Training: 8 hours of relevant training.

Eligibility: Preferably CS Professional.

Job Description:

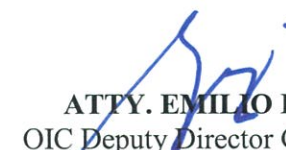

1. Prepares annual budget, work and financial plans and other budgeting/financial report in coordination with the regional offices/cluster heads;
2. Participates in the preparation of plans and project of the Filed Regulatory Operations Office;
3. Prepares accomplishment report and other statistical report pertaining to the activities of the FROO;
4. Provides technical assistance related to planning and budgeting; and
5. Perform other related Function 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 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: 11 NOVEMBER 2020

Deadline of submission: 18 NOVEMBER 2020

 ATTY. EMILIO L. POLIG, JR OIC Deputy Director General for FROO	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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