

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – Mindanao East Cluster (MEC)

Number of Vacancy	Item Number	Position Title & Cluster/Region of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-SPI2-510112-2015	Special Investigator II (Mindanao East Cluster – Region XI)	15	Php 33,575	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference

Education: Bachelor's Degree relevant to the job (preferably Criminologist, Psychologist, Pharmacist, Food Technologist, Nutritionist) /
Experience: 1 year of relevant experience (preferably computer literate) /
Training: 4 hours of relevant training (preferably Client Profiling/ Surveillance Skills/ Investigation/ Self-Defense Skills) /
Eligibility: CS Professional (for non-board courses only) or Republic Act (RA) 1080 /

Job Descriptions:

1. Performs investigation/ surveillance; /
2. Gathers information and evidences; /
3. Assists in formulating an operational plan; /
4. Prepares reports to be submitted to the Officer-in-Charge – Regulatory Enforcement Unit (OIC-REU); /
5. Full participation in training courses; /
6. Assists team leader in setting training objectives; /
7. Serves and executes rulings, orders, and decisions signed by the Office of the Director General; /
8. Performs other task assigned by the REU OIC.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver

of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to FDA-HRDD for initial documentary review and evaluation:

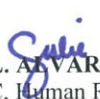
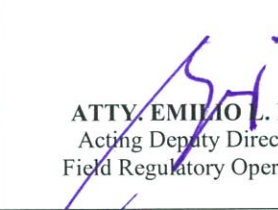
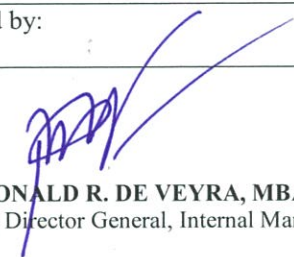
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Duly Accomplished Personal Data Sheet (CS Form 212) 2 copies (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies;
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- 5. Diploma in any relevant Master's/ Bachelor's Degree and Transcript of Records;
- 6. Performance Rating for the last two (2) rating periods (for government employees);
- 7. Certificates of trainings attended, if any (in case of managerial/supervisory trainings for the last 5 years); and
- 8. Latest appointment and service record/ Certificate of Employment. (FDA Job Order Personnel need not submit this document)

Note:

- 1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
- 2. Applicants are limited to apply up to two (2) vacant positions only.

**Online submission of applications are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: January 13, 2021
Deadline of Submission: January 25, 2021

Prepared by:	Noted by:	Approved by:
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