

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – Mindanao West Cluster (MWC)

Number of Vacancy	Item Number	Position Title & Place of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADOF3-510013-2015	Administrative Officer III (Mindanao West Cluster – Region IX)	14	Php 30,799	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
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Assists in providing leadership in the implementation of financial, logistics, human resources and general services/programs;
2. Assists in providing direction in the development of plans, programs, systems and policies pertaining to resource management;
3. Supervises implementation of Records Management and Disposal System;
4. Assists in managing performance of staff;
5. Assists in monitoring and evaluating plans, and programs being implemented;
6. Assists in managing maintenance and repair of the facilities of the Office/Division/Unit; and
7. Performs other related functions as may be assigned.

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 Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

1. Application Letter with the specific position applied for and Item Number addressed to the FDA Director General;



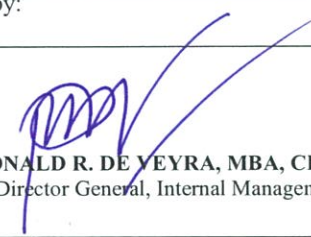
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) 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:
 JULIE L. ALVARA, RN, MBA OIC, Human Resource Development Division	 ATTY. EMILIO L. POLIG JR. OIC, Deputy Director General Field Regulatory Operations Office	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management