

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – South Luzon Cluster (SLC)

| No. of Vacancy | Item Number | Position Title & Place of Assignment | Salary Grade | Basic Monthly Salary | Civil Service Commission (CSC) Minimum Qualification Standard |
|----------------|-------------------------|--|--------------|----------------------|--|
| 1 | OSEC-DOHB-CADOF-13-2004 | Chief Administrative Officer (South Luzon Cluster – NCR) | 24 | Php 85,074 | Education: Master’s Degree or Certificate in Leadership and Management from the CSC Experience: 4 years of supervisory/management experience Training: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years Eligibility: Career Service (CS) Professional/Second Level Eligibility |

End User’s Preference:

- Education:** Master’s Degree relevant to the job or Certificate in Leadership and Management from the CSC
- Experience:** 4 years of relevant experience involving management and supervision
- Training:** 40 hours of supervisory/managerial training
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Provide leadership in the implementation of financial, logistics, human resources and general services/programs in South Luzon Cluster;
2. Provide direction in the development of plans, programs, systems and policies pertaining to resource management;
3. Implements training programs and capacity building activities based on the given Training Needs Analysis (TNA);
4. Manage performance of staff;
5. Monitor and evaluate plans and programs being implemented;
6. Conduct administrative investigations and recommend appropriate disciplinary action
7. Perform 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

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:

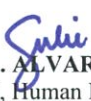
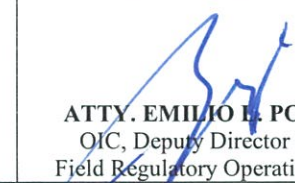
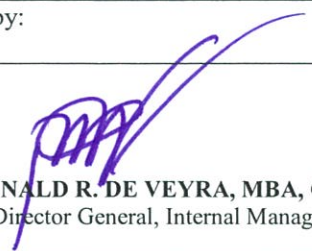
1. Application Letter addressed to FDA Director General with the specific Item Number and Position Title applying for;
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
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: 04 JANUARY 2021
Deadline of Submission: 14 JANUARY 2021

| | | |
|--|--|---|
| Prepared by: | Noted by: | Approved by: |
|  JULIE L. ALVARA, RN, MBA OIC, Human Resource Development Division |  ATTY. EMILIO E. POLIG JR. OIC, Deputy Director General Field Regulatory Operations Office |  ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management |