

NOTICE OF VACANCY (Plantilla Position)

Legal Services Support Center

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
3	OSEC-DOHB-ATY3-8-2000 OSEC-DOHB-ATY3-244-2010 OSEC-DOHB-ATY3-245-2010	Attorney III	21	Php 60,901	Education: Bachelor of Laws Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Republic Act (RA) 1080

End User’s Preference:

Education: Bachelor of Laws
Experience: 1 year of relevant experience (preferably engaged in the practice of law)
Training: 4 hours of relevant training/seminar
Eligibility: Republic Act (RA) 1080

Job Description:

1. Conduct hearing of complaints and cases involving violations of FDA laws, office rules and regulations, formal investigations of FDA and administrative cases including consumer complaints.
2. Prepare rulings and decisions on FDA cases.
3. Monitor enforcement of policies, rules and regulations;
4. Appear in court and other investigative bodies.
5. Provide technical assistance on matters affecting policies, enforcement and administration of FDA laws, rules and regulations.
6. Participate in the development of policies, guidelines, plans and programs related to the enforcement and administration of food and drugs, laws and regulations;
7. Provide technical supervision of staff.
8. Perform other related functions as maybe 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 addressed to FDA Director General with the specific position applied for and Item Number;
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. Certificate of Membership to the Philippine Bar/BAR Rating and valid Integrated Bar of the Philippines ID;
5. Diploma in any relevant Bachelor’s Degree/Masters of Law/Bachelors Degree of Law 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: 19 APRIL 2021
Deadline of Submission: 21 APRIL 2021

Prepared by:	Noted by:	Approved by:
 JULIE L. ALVARADO, RN, MBA OIC, Human Resource Development Division	 ATTY. KATHERINE M. AUSTRIA-LOCK OIC, Legal Services Support Center	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management