

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
1	OSEC-DOHB-IA2-22-2000	Intelligence Agent II	10	Php 21,205	Education: Completion of two years studies in college Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service (CS) Sub-Professional/First Level Eligibility

End User’s Preference:

- Education:** Bachelor’s degree
- Experience:** 2 years of relevant experience (proper intelligence and surveillance, collection of factual evidence relevant to administrative and quasi-judicial prosecution and hearing of cases against violators)
- Training:** 8 hours of relevant training (training relative to proper intelligence and surveillance techniques in monitoring activities of suspected violator/s; training/seminars on enhancement capabilities in gathering evidence relevant in prosecuting violators)
- Eligibility:** Career Service (CS) Sub-Professional/First Level Eligibility

Job Description:

1. Perform case analysis and identifies actual and potential problem areas;
2. Assist in the collection of factual evidence relevant in administrative or quasi-judicial hearing of cases of violations of FDA laws.
3. Coordinate with other FDA personnel in the establishment of food, drug and cosmetic intelligence and surveillance network.
4. 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. 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: 19 APRIL 2021
Deadline of Submission: 29 APRIL 2021

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