

NOTICE OF VACANCY (Plantilla Position)

Administrative and Finance Service – General Services Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADOF3-510015-2015	Administrative Officer III	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 preferably working in cashier or any related section and preferably has at least 6 months of supervisory experience
Training: 4 hours of relevant training preferably related in the field of cashiers
Eligibility: Career Service (CS) Professional/Second Level Eligibility

Job Description:

1. General supervision of collections, disbursements and administrative functions of the Cashier Section;
2. Reviews and Certifies Advice of Checks Issued (ACIC) and List of Due and Demandable Accounts Payable (LDDAP);
3. Reviews and certifies Collections Reports, RAAF, CRR and other related reports;
4. Coordinate/Reconcile with other government servicing banks regarding fund transactions;
5. Participate in the development of plans, procedures, policies and guidelines for effective implementation as prescribed by COA, DBM and DOH-FDA regulations;
6. Provide technical assistance related to cashiers; and
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 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 addressed to FDA Director General (Please indicate 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: 03 May 2021

Deadline of Submission: 13 May 2021

Prepared by:	Noted by:	Approved by:
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