

NOTICE OF VACANCY (Plantilla Position)

Administrative and Finance Service – Human Resource Development Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADAS1-77-2004	Administrative Assistant I	7	Php 17,179	Education: Completion of two-year studies in college (72 units) or High School Graduate w/ relevant vocational/trade course Experience: None required Training: None required Eligibility: Career Service (CS) Sub-professional/ First Level Eligibility

End User’s Preference:

- Education:** Completion of two-year studies in college (72 units) or High School Graduate w/ relevant vocational/trade course
- Experience:** None required
- Training:** None required
- Eligibility:** Career Service (CS) Sub-professional/ First Level Eligibility

Job Description:

1. Assist in the preparation of the following payroll / Prepare the following payroll:
 - a. Hazard Pay
 - b. Subsistence and Laundry Allowance
 - c. Loyalty Pay
 - d. Communication/Cellcard Allowance;
2. Assist in the preparation of payroll reports;
3. Assist in the maintenance of the Human Resource Information System – Payroll Module;
4. Prepare Notice of Salary Adjustment of salary increase, completion of post graduate degree and compulsory retirees;
5. Perform other related functions as maybe assigned by the supervisor.

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)



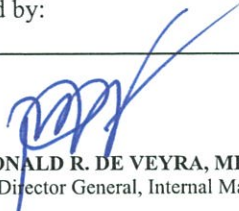
Note:

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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