

**NOTICE OF VACANCY (Plantilla Position)**  
**Field Regulatory Operations Office – Visayas Cluster (VC)**

Number of Vacancy	Item Number	Position Title & Cluster/Region of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-SPI3-510088-2015	<b>Special Investigator III</b> (Visayas Cluster – Region VII)	18	Php 43,681	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

**End User's Preference**

- Education:** Bachelor's Degree relevant to the job (preferably Criminologist, Psychologist, Pharmacist, Food Technologist, Nutritionist)
- Experience:** 2 years of relevant experience (preferably computer literate)
- Training:** 8 hours of relevant training (preferably Client Profiling/ Surveillance Skills/ Investigation/ Self-Defense Skills)
- Eligibility:** CS Professional (for non-board courses only) or Republic Act (RA) 1080

**Job Descriptions:**

1. Performs investigation/ surveillance;
2. Gathers information and evidence;
3. Formulates operational plan & standard operating procedures;
4. Checks reports to be submitted to the Officer- In-Charge- Regulatory Enforcement Unit (REU);
5. Full participation in training courses;
6. Leads in setting training objectives;
7. Leads in operations, service, and execution of rulings, orders and decisions signed by the Office of the Director General; and
8. Perform other task assigned by the Office of the Deputy Director General –Field Regulatory Operation (ODDG-FROO) & Director General (DG).

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 FDA-HRDD for initial documentary review and evaluation:


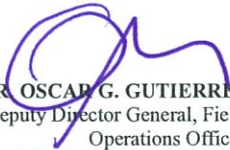
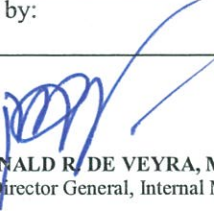
1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification Profile (Annex 1) in 6 copies;
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](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 24 May 2021  
**Deadline of Submission:** 03 June 2021

Prepared by:	Noted by:	Approved by:
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