

NOTICE OF VACANCY (Plantilla Position)

Internal Management - Policy and Planning Service

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADOF1-34-2004	Administrative Officer I (Records Officer I)	10	Php 21,205	Education: Bachelor's Degree relevant to the job Experience: None required Training: None required Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

Education	Bachelor's Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Participate in the development of policies, guidelines, standards and procedures related to administrative matters;
2. Monitor compliance of administrative, finance and budget policies, guidelines, procedures and standards.
3. Provide technical assistance related to administrative concerns and matters.
4. Prepares project procurement management plan, reports, communication and other documents necessary for logistic requirements of the Office; and
5. 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.


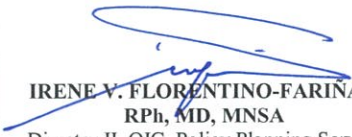
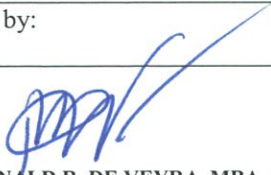
Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 1. Application Letter 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: 24 May 2021
Deadline of Submission: 03 June 2021

Prepared by:	Noted by:	Approved by:
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