

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-HEPO5-6-2015	Health Education and Promotion Officer V	24	Php 86,742	Education: Master's Degree Experience: 4 years in position/s involving management and supervision Training: 40 hours of training in management and supervision Eligibility: Career Service (CS) Professional

End User's Preference:

Education: Master's Degree or Certificate in Leadership and Management from the Civil Service Commission
Experience: **Four (4)** years of supervisory/management experience
Training: **40 hours** of training in management and supervision
Eligibility: Career Service (CS) Professional

Job Summary:

Under direction, serve as chief of the division, provide guidance in plans, programs, policies, guidelines, strategies and standards development related to health promotion strategies and social mobilization campaign; responsible in managing the performance of the division; and, provide advisory and consulting services.

Job Descriptions:

1. Lead in the development and implementation of FDA health regulation advocacy, programs, projects, and social mobilization strategies based on health promotion policies, standards, and guidelines.
2. Lead in the development of models for FDA health regulation promotion strategies.
3. Manage the conduct of research on health regulatory promotion.
4. Provide guidance in the conduct of monitoring and evaluation in the implementation of FDA health regulation promotion activities.
5. Provide technical assistance related to health promotion strategies and social mobilization.

6. Establish and/or strengthen collaboration with other DOH clusters, government agencies, private sectors, and other partners on policy advocacy for health promotion and social mobilization for national campaigns.
7. Manage the performance of staff.
8. 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, 4, 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.



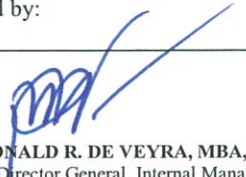
Other interested applicants shall submit the following documents to FDA-HRDD for initial documentary review and evaluation:

1. Application Letter with the specific position applied for (Please indicate Item Number);
2. Duly Accomplished Personal Data Sheet (CS Form 212-Revised 2017) (downloadable @ www.csc.gov.ph) in 2 copies;
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.
3. Online submission of applications are now accepted. (www.fda.gov.ph/about/careers)

Date of Posting: 10 May 2021
 Deadline of Submission: 20 May 2021

Prepared by:	Noted by:	Approved by:
 JULIE CALVARA, RN, MBA OIC, Human Resource Development Division	 IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA Director II, OIC, Policy Planning Service	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management