

NOTICE OF VACANCY (Plantilla Position)

Center for Cosmetics and Household/Urban Hazardous Substances Regulation
and Research (CCHUHSRR)

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADAS3-3-2009	Administrative Assistant III (Computer Operator II)	9	Php 19,552	Education: Completion of two-year studies in college (72 units) or High School graduate with relevant Vocational/Trade course Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Sub-professional/First Level Eligibility

End User’s Preference:

- Education:** Bachelor’s degree relevant to the job preferably BS Computer Science, BS Information Technology, BS Computer Engineering, BS Business Management and BS in Business Administration
- Experience:** 1 year of relevant experience
- Training:** 4 hours of relevant training
- Eligibility:** Career Service (CS) Sub-professional/First Level Eligibility

Job Description:

1. Maintains, update and secure CCHUHSRR database. Draft and prepare templates for notification and product registration;
2. Conducts preventive maintenance of CCHUHSRR computer and coordinates with ICTMD on database management and security;
3. Prepares administrative documents and other related correspondence;
4. Answers and/or places telephone calls and inquiries;
5. Maintains orderly record and file of all official communications/documents received by the Office;
6. Assist in the System Development of CCHUHSRR processes;
7. Performs 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)


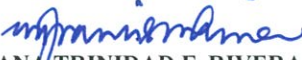
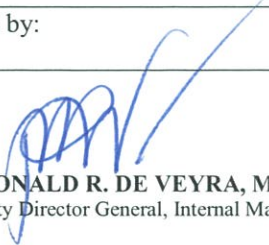
Note:

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: June 9, 2021

Deadline of Submission: June 19, 2021

Prepared by:	Noted by:	Approved by:
 JULIE L. ALMARA, RN, MBA OIC, Human Resource Development Division	 ENGR. ANA TRINIDAD F. RIVERA, MSc Director IV, Center for Cosmetics Regulation and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management