

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – South Luzon Cluster (SLC)

No. of Vacancy	Item Number	Position Title & Place of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADOF5-510100-2015	Administrative Officer V (HRMO III) (South Luzon Cluster – NCR)	18	Php 43,681	Education: Bachelor's Degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service(CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education:** Bachelor's degree in Human Resource Management, Psychology or Developmental Communication or other related courses
- Experience:** Two (2) years of relevant experience (preferably Selection and Recruitment process, payroll preparation, computation of leave credits, training and performance evaluation, and computer literate)
- Training:** Eight (8) hours of relevant training (preferably Human Resource Management., Training Needs Analysis, Communication Mgt., CSC Rules and Regulations, General Administrative Mgt.)
- Eligibility:** Career Service (CS) Professional

Job Descriptions:

1. Provides leadership in the implementation of financial, logistics, human resources and general services/programs;
2. Provides direction in the development of plans, programs, systems; and policies pertaining to resource management;
3. Manages performance of staff;
4. Monitors and evaluate plans and programs being implemented;
5. Manages the maintenance and repair of the facilities of the Office/Division/ Unit;
6. Conducts administrative investigations and recommend appropriate disciplinary action;
7. 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:



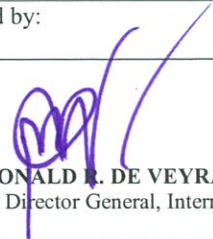
1. Application Letter addressed to FDA Director General with the specific Item Number and Position Title applying for;
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
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: 17 June 2021
Deadline of Submission: 27 June 2021

Prepared by:	Noted by:	Approved by:
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