

NOTICE OF VACANCY (Plantilla Position)

Administrative and Finance Service – Human Resource Development Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-SADOF-510054-2015	Supervising Administrative Officer	22	Php 68,415.00	Education: Bachelor's Degree relevant to the job Experience: 3 years of relevant experience Training: 16 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education:** Bachelor's Degree relevant to the job Preferably in Psychology, Business Management/Business Administration major in Human Resource Management, AB Mass Communication (reference CHED Reso. CY 2009), Public Administration or Government Management,
- Experience:** 3 years of relevant experience
- Training:** 16 hours of training preferably in Strategic Human Resource Management Trainings, Human Resource Development trainings
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Initiate in the development of systems on recruitment, selection and placement; personnel management, compensation, incentives, awards, benefits and other welfare services
2. Initiate in the development of policies, standards and guidelines for the department on matters pertaining to recruitment, selection, placement, and utilization of HR.
3. Assist the Division Chief to provide technical supervision of staff
4. Provide technical assistance pertaining to personnel matters.
5. Strengthen inter/intra collaboration network on HR management
6. Monitor implementation of the Strategic Performance Management System
7. 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, 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.


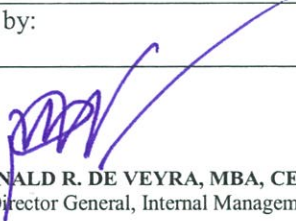
Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 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: 20 September 2021
Deadline of Submission: 30 September 2021

Prepared by:	Approved by:
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