

NOTICE OF VACANCY (Plantilla Position)

Office of the Director General – Food and Drug Action Center (FDAC)

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-INFO2-14-2020	Information Officer II	15	Php 33,575	Education: Bachelor's Degree relevant to the job Experience: 1 years of relevant experience Training: 4 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 Management, Communication-related courses, Public Relations or Technical Courses (Pharmacy, Food Technology, etc.)
Experience	1 year of relevant experience preferably as Frontliner/Customer Service Officer
Training	4 hours of relevant training preferably in information/data management, customer service, FDA’s functions and regulations
Eligibility	Career Service (CS) Professional/ Second Level Eligibility
Other Qualifications:	<ul style="list-style-type: none">• Good in written and oral communication• Knowledgeable in MS Office Applications and Data Management• Good in networking and linkaging• Possess positive work values• Good interpersonal relations• Good moral character and work ethics

Job Description:

1. Serves as one of FDAC’s Team Leaders that will direct its members in the accomplishment of the Team’s assigned tasks;
2. Manages and maintains databases, information catalogues and web resources and ensure that the information they manage is safe, secure and easily accessible;
3. Assist in the preparation of FDAC’s Annual Work and Financial Plan (WFP) and Project Procurement and Management Plan (PPMP), Monthly Physical and Financial Accomplishments;
4. Assist in the development and improvement of Quality Work Procedures (QWP) of FDAC;
5. Receives and process applications under the responsibility of FDAC;

6. Coordinates with the concerned parties in the conduct of meetings including preparation of agenda, minutes of the meetings and other logistical requirements; and
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: 22 NOV 2021
Deadline of Submission: 02 DEC 2021

Prepared by:	Approved by:
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