

NOTICE OF VACANCY (Plantilla Position)

Office of the Deputy Director General – Field Regulatory Operations Office

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-PLO2-16-2020	Planning Officer II	15	Php 33,575	Education: Bachelor’s Degree relevant to the job Experience: 1 year 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 BS Mathematics, Statistics
Experience	One (1) year of relevant experience in planning and budgeting, statistical report and data analysis, report writing
Training	Preferably four (4) hours of relevant training
Eligibility	Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Prepares annual budget, work and financial plans and other budgeting/financial report in coordination with the regional offices/cluster heads;
2. Participates in the preparation of plan and project of the Field Regulatory Operations Office;
3. Prepares accomplishment report and other reports pertaining to the activities of the Field Regulatory Operations Office;
4. Assists in consolidation and analysis of statistical data from centers/offices and regional field offices for field operational planning and strategies;
5. Provides technical assistance related to planning, budgeting and other statistical concerns; and
6. 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:


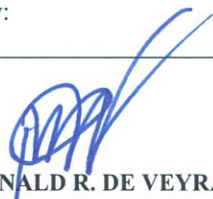
1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
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 is now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 17 NOV 2021
Deadline of Submission: 27 NOV 2021

Prepared by:	Approved by:
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