

Food and Drug Administration  
Department of Health  
Filinvest Civic Drive, Alabang Muntinlupa City

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (1) Legal Assistant II**

**PAY RATE: SG 12 (Php26,052.00/month)**

**OFFICE : Office of the Deputy Director General – Internal Management**

<b>QUALIFICATION STANDARD</b>	
<b>Education</b>	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
<b>Experience</b>	None required
<b>Training</b>	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
<b>Eligibility</b>	Career Service (Professional) / Second level Eligibility

**End user's preferences:**

**Education:** BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses

**Experience:** None required

**Training:** 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure

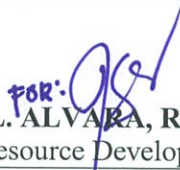

**Eligibility:** Career Service (CS) Professional/Second Level Eligibility

**Job Description:**

1. Encodes and produces office documents (routine correspondence, memos/referrals and other related documents), formal charges (i.e. MOE, CDO, TCO, & SCO etc.) and other presentation materials;
2. Facilitate the processing of report violation and other documentary evidence for legal action;
3. Handles consumer phone-in complaints and assists complainants;
4. Prepares notice of hearings, orders and subpoenas etc.;
5. Drafts and finalizes orders, resolutions, administrative issuance and correspondence relative to investigation of administrative cases;
6. Files and maintains record of cases necessary for legal related issues;
7. Performs other related functions as may be assigned.

**Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang, Muntinlupa City.**

1. Application Letter;
2. Duly Accomplished Personal Data Sheet (CS Form 212) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility;
4. Certified True Copy of Diploma and Transcript of Record ;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

 <b>JULIE L. ALVARES, RN, MBA</b> CAO, Human Resource Development Division	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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**Date posted:**

**Deadline of submission:**