

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

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

**POSITION: (3) ATTORNEY III**

**PAY RATE: SG 21 (Php60, 901.00/month)**

**OFFICE : Legal Services Support Center**

QUALIFICATION STANDARD	
Education	Bachelor of Laws
Experience	1 year relevant experience
Training	4 hours relevant training
Eligibility	RA 1080

**End user's preferences:**

1. Graduate in Bachelor of Laws;
2. Background and/or training in the practice of law;
3. Have eligibility according to Republic Act 1080;

**Job Description:**

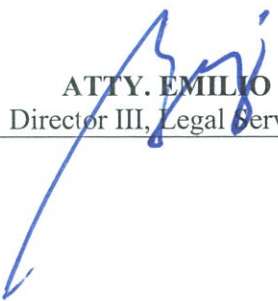
- Drafts evidence-based decisions on assigned cases;
- Prepares required pleadings relative to complaints against employee of FDA or other health workers for submissions;
- Acts on received motions/pleadings requiring issuance of interlocutory orders/resolutions;
- Assists the entire FDA in the promulgation of rules to be used in connection with the implementation of FDA Act 2009, as well as other relevant laws, rules and regulation;
- Reviews received contracts and instruments;
- Reviews draft orders /decisions;
- Attends hearing and contributes to local and international to local and international commitments (e.g. regulatory initiatives, meetings, etc.);
- Serves as resource person in seminar/trainings on stakeholders and industry partners; and
- 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.

**Date posted:** 07 June 2022

**Deadline of submission:** 14 June 2022

 <b>ATTY. EMILIO L. POLIG, JR.</b> Director III, Legal Services Support Center	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for internal Management
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