

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) SPECIAL INVESTIGATOR III

PAY RATE: SG 18 (Php43, 681.00/month)

OFFICE : Legal Services Support Center

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	2 years relevant experience
Training	8 hours relevant training
Eligibility	Career Service (Professional) /2 nd Level Eligibility

End user's preferences:

1. Graduate in Bachelor of Laws or completed at least 3 years in College of Law;
2. Background and/or training on the preparation of legal documents and research;
3. Computer literate, working knowledge in MS office;
4. Ability to work with minimal supervision;
5. Impeccable English communication skills

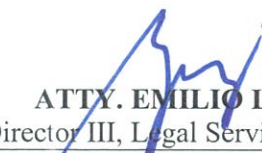
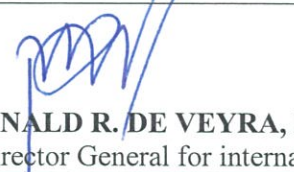
Job Description:

- Evaluates ROV's drafts and finalizes Summons or Remand Order;
- Draft resolutions, decisions and orders on docketed cases;
- Conducts legal research;
- Develops templates for the resolution of cases;
- Reviews policies forwarded by the four (4) Centers
- Performs other related functions as may be assigned by LSSC Director

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

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