

NOTICE OF VACANCY (Plantilla Position)

Legal Services Support Center

| Number of Vacancy | Item Number | Position Title | Salary Grade | Basic Monthly Salary | Civil Service Commission (CSC) Minimum Qualification Standard |
|-------------------|---------------------------|------------------------------|--------------|----------------------|---|
| 1 | OSEC-DOH B-ADAS3-33 -2020 | Administrative Assistant III | 9 | Php 20,402 | Education: Completion of two-year studies in college (72 units) or High School graduate with relevant Vocational/Trade course Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Sub-professional/First Level Eligibility |

End User’s Preference:

Education: Completion of two-year studies in college (72 units) or High School graduate with relevant Vocational/Trade course
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (CS) Sub-professional/First Level Eligibility

Job Description

1. Encodes and finalizes office documents (routine, correspondence, memos, referrals, and other related documents), formal charges (i.e. summons, etc.) resolutions and decisions;
2. Takes and transcribes minutes of meetings and/or stenographic notes of administrative proceedings;
3. Facilitates the processing of report violation and other documentary evidence for legal action;
4. Dockets incoming reports of violation, incident reports, complaints, schedule of conciliation/mediation and updates status of cases;
5. Handles consumer phone-in complaints and assists complaints;
6. Prepare notice of hearings, order, subpoenas etc.
7. 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:


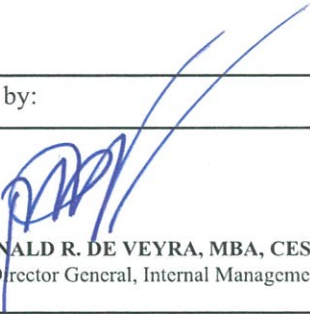
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) (1 copy) (downloadable at www.fda.gov.ph/about/careers)
- 4. Civil 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: 30 AUG 2022
Deadline of Submission: 09 SEP 2022

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| Prepared by: | Approved by: |
|  JULIE L. ALVARADO, RN, MBA CAO, Human Resource Development Division |  ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management |