

NOTICE OF VACANCY (Plantilla Position)

Office of the Director General

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-D OHB-A DAS6-51 0009-201 5	Administrative Assistant VI	12	Php 27,608	Education: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service (Sub-professional)/First Level Eligibility

End User’s Preference:

- Education:** Completion of two (2) years studies in college or Bachelor’s degree preferably BS Office Administration, Public Administration, BS Computer Science, BS Business Administration
- Experience:** Two (2) years of relevant experience in data encoding management
- Training:** Eight (8) hours of relevant training in database management
- Eligibility:** Career Service (Sub-professional)/First Level Eligibility

Job Description:

1. Screen and evaluate all correspondences and other related documents in the Office of the Director General before entering the ODG Central Receiving;
2. Scan all for release documents in ODG;
3. Route and release correspondences and other related documents to the concerned FDA Centers/Offices;
4. Compose and encode/type correspondences such as reports, letters, vouchers and other related documents;
5. Provide secretarial , administrative and logistical support to the ODG; and
6. Perform other related tasks/functions as may be assigned by the immediate supervisor.

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:


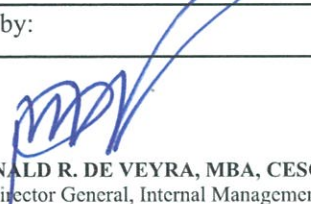
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) (1 copy) (downloadable at www.fda.gov.ph/about/careers)
- 4. Civil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

Prepared by:	Approved by:
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