

NOTICE OF VACANCY (Plantilla Position)

Internal Management - Administrative and Finance Service  
Human Resource Development Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
Recruitment, Selection and Placement Section					
1	OSEC-DOH B-ADAS1-1 -2010	Administrative Assistant I	7	Php 17,899	<b>Education:</b> Completion of two-year studies in college or High School graduate with relevant vocational/trade course <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> CS Sub-Professional/ First Level Eligibility

End User’s Preference:

**Education:** Completion of two-year studies in college or High School graduate with relevant vocational/trade course  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Career Service (CS) Sub-Professional/ First Level Eligibility

Job Description:

1. Compose and type/encodes confidential and routine correspondences, reports, and other related documents;
2. Attends and records outgoing and incoming documents of HR;
3. Record, file and maintain official correspondences, reports, and other documents;
4. Assist in various activities inside the Recruitment, Selection and Placement section of HR;
5. Ensure availability of office supplies and other resources needed in HR and handles request for procurement of such to support day to day operations of HR;
6. 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:


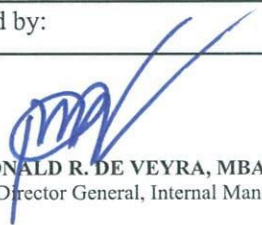
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) 1 copy (downloadable at [www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))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

**Date of Posting:** 19 SEP 2022  
**Deadline of Submission:** 29 SEP 2022

Prepared by:	Approved by:
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