

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-ADAS2-3 -2021	Administrative Assistant II	8	Php 18,998	<b>Education:</b> Completion of two-year studies in college or High School graduate with relevant vocational/trade course <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <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:** 1 year of relevant experience  
**Training:** 4 hours of relevant training  
**Eligibility:** Career Service (CS) Sub-Professional/ First Level Eligibility

Job Description:

1. Screens and review of job applications submitted in the Human Resource Development Division;
2. File and maintain employee’s records and 201 files;
3. Maintain and update the Human Resource Information System – HR Module;
4. Prepare service record, certificate of employment and responsible for the regular updating of Personnel Services Itemization of Plantilla of Personnel (DBM-PSIPOP);
5. 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:


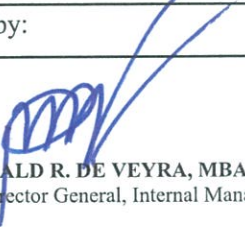
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) 1 copy (downloadable at [www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))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