

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-ADOF4-4 -2021	Administrative Officer IV	15	Php 35,097	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

- Education:** Bachelor's Degree relevant to the job
Preferably Psychology, Business Management/Business Administration major in Management, Human Resource Management (reference CHED Reso. CY 2009), Public Administration or Government Management
- Experience:** 1 year of relevant experience preferably with experience in Human Resource Management (HRM)
- Training:** 4 hours of relevant training on Human Resource Management
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Provide technical assistance pertaining to personnel matters;
2. Draft communications pertaining to HR management;
3. Assist in the administration of all activities related to end-to-end recruitment selection and placement process;
4. Provides secretariat and administrative support to the Human Resource Merit Promotion and Selection Board (HRMPSB) of this Office;
5. Assist in the formulation of policies, systems, standards, and guidelines for the department on matters pertaining to recruitment, selection, placement, and utilization of HR;
6. Monitor implementation of systems on recruitment and recommends areas for improvement in the RSP process;
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:


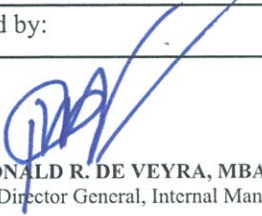
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) 1 copy (downloadable at www.fda.gov.ph/about/careers)
- 4. Civil 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; 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: 19 SEP 2022
Deadline of Submission: 29 SEP 2022

Prepared by:	Approved by:
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