

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
Learning and Development Section					
1	OSEC-DOH B-TRNSP1- 510054-201 5	Training Specialist I	11	Php 25,439	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: 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: None required

Training: None required

Eligibility: Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Evaluate training materials prepared by instructors, such as outlines, text, and handouts;
2. Coordinate, schedule and conduct business and technical training for new hires and current employees;
3. Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials;
4. Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures;
5. Select and assign instructors to conduct training;
6. Identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys;
7. Produce training materials for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt to changes that occur;
8. Facilitate the execution of all training plans;
9. Periodically, evaluate training effectiveness;

10. Acts as a support fielding questions and issues from staff related to the business and/or systems;
11. Performs other related functions as maybe 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:
 JULIE L. ALVAREZ, RN, MBA CAO, Human Resource Development Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management