

NOTICE OF VACANCY (Plantilla Position)

Policy and Planning Service - Policy Formulation and Program Implementation Division (PFPID)

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB- PLO2-14-2020	Planning Officer II	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
Experience: Preferably has two (2) years relevant experience in program planning
and budget preparation
Training: Preferably has eight (8) hours of relevant training
Eligibility: Career Service (CS) Professional/Second Level Eligibility

Job Description:

1. Provide technical guidance and program implementation to different plans and projects of the Agency.
2. Coordinate with the other agencies and external stakeholders on matters pertaining to regulation of health establishments and products.
3. Conduct the development and review of internal and external guidelines, policies and program.
4. Develop procedure for the legislative liaison activities in FDA
5. Assist in coordinating with various FDA Offices and external stakeholders, as necessary, in the development of health executive agenda for legislation (HEAL) and position papers
6. Assist and coordinate with internal and external stakeholders, and relevant government agencies in the submission documents for RA 11534 or CREATE Act, and other laws for implementation.
7. Perform 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 addressed to FDA Director General (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: 22 SEP 2022

Deadline of Submission: 02 OCT 2022

Prepared by:	Approved by:
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