NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – Mindanao East Cluster

Number of Vacancy	Item Number	Position Title & Place of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADOF4-20-2008	**Administrative Officer IV** (Mindanao East Cluster – Region XI)	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 Accountancy, Development Communication, Business Management/Business Administration major in Management, Human Resource Management (reference CHED Reso. CY 2009)
Experience:	1 year of relevant experience
	Preferably on Administrative Work (Budgeting, Planning and Human Resource Management) and Computer Literate
Training:	4 hours of relevant training on Human Resource Management
Eligibility:	Career Service (CS) Professional/ Second Level Eligibility

Job Description:

1. Participate in the implementation of financial, logistics, human resources and general services/programs;
2. Initiate in the development of plans, policies, programs and systems pertaining to resource management;
3. Provide technical supervision of staff;
4. Conduct monitoring and evaluation of plans and programs being implemented;
5. Supervise the maintenance, repair and operation of the facilities of the Office/Division/Unit;
6. Participate in the conduct of administrative investigations and recommend appropriate disciplinary action;
7. Performs 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:
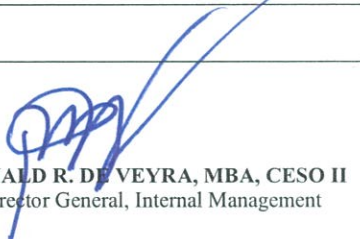
1. Application Letter with the specific position applied for and Item Number addressed to the FDA Director General;
2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 1 copy (downloadable at www.fda.gov.ph/about/careers)
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 are now accepted. (www.fda.gov.ph/about/careers)

Date of Posting: **2 1 OCT 2022**
Deadline of Submission: **3 1 OCT 2022**

Prepared by:	Approved by:
JULIE L. ALMARA, RN, MBA CAO, Human Resource Development Division	**ATTY. RONALD R. DE VEYRA, MBA, CESO II** Deputy Director General, Internal Management