

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang, Muntinlupa City

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Administrative Officer IV

PAY RATE: SG 15 (Php 33,575/month)

OFFICE: Administrative and Finance Services – Human Resource Dev't Division

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) / Second Level Eligibility / R.A No. 1080

End-user's Preference

Education: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility

Job Description:

1. Provide technical assistance pertaining to personnel matters.
2. Review appointments, periodic reports and other statistical data, leave retirement, separation and back claims and other transactions.
3. Participate in the inter/intra activities related to HR management
4. Draft communications pertaining to HR management
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, selection and placement; personnel management, compensation, incentives, awards, benefits and other welfare services.
7. Perform other related functions as maybe assigned.

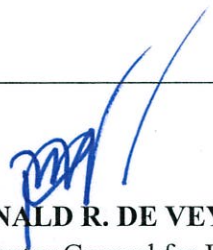
Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang, Muntinlupa City.

1. Application Letter;
2. Duly Accomplished Personal Data Sheet (CS Form 212) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility;
4. Certified True Copy of Diploma and Transcript of Record;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Noted by:


JULIE L. ALVARA, RN, MBA
CAO, Human Resource Development Division

Approved by:


ATTY. RONALD R. DE VEYRA, MBA, CESO II
Deputy Director General for Internal Management

Date posted: 07 November 2022
Deadline of submission: 10 November 2022