

NOTICE OF VACANCY (Plantilla Position)

Administrative and Finance Service – General Services Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-D OHB-A DAS2-1-2021	Administrative Assistant II	8	Php 18,998	Education: Completion of two-year studies in college or High School graduate with relevant vocational/trade course Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: CS Sub-Professional/ First Level Eligibility

End User’s Preference:

- Education:** Completion of two-year studies in college or High School graduate with relevant vocational/trade course
- Experience:** 1 year of relevant experience
- Training:** 4 hours of relevant training
- Eligibility:** Career Service (CS) Sub-Professional/ First Level Eligibility

Job Description:

1. Assist in the issuance of certified true copy of records, communications and other official matters;
2. Assist in the maintenance of an efficient user-friendly system of records management;
3. Assist in the development of policies, guidelines standards and procedures on records management;
4. Maintain and update records of official documents such as Office Orders, Circulars, and Memorandums;
5. Perform other related functions as may be assigned by the immediate supervisor.

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:


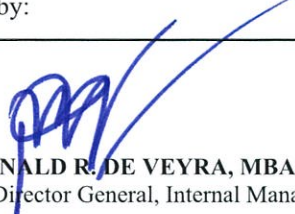
- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) 1 copy (downloadable at www.fda.gov.ph/about/careers)
- 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 are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 14 NOV 2022
Deadline of Submission: 24 NOV 2022

Prepared by:	Approved by:
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