

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – South Luzon 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-ADAS1-510014-2015	Administrative Assistant I (South Luzon Cluster –Region V)	7	Php 17,899	Education: Completion of two-year studies in college or High School graduate with relevant vocational trade/course Experience: None required Training: None required Eligibility: Career Service (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 (preferably Bachelor of Science in Information Technology, Secondary Education and other related courses)
- Experience:** Preferably computer literate
- Training:** None required
- Eligibility:** CS Sub-professional/ First Level Eligibility

Job Description:

1. Encodes and produces office documents, printed outputs, reports and presentation materials;
2. Conducts preventive maintenance of computer hardware and software;
3. Performs basic troubleshooting of computer hardware and software;
4. Assists in the maintenance of the Human Resource Information System;
5. Manages logistics/supply distribution, and other administrative work.
6. Assists in the implementation of the basic records management and records keeping; and
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) with attached Work Experience Sheet (downloadable at www.csc.gov.ph);


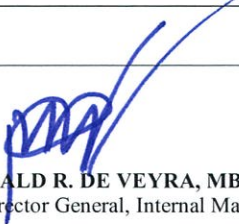
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- 5. Diploma in any relevant Master's/ Bachelor's Degree and Transcript of Records;
- 6. Performance Rating for the last two (2) rating periods (for government employees);
- 7. Certificates of trainings 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: 14 NOV 2022
Deadline of Submission: 24 NOV 2022

Prepared by:	Approved by:
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