

NOTICE OF VACANCY (Plantilla Position)

Legal Services Support Center

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ATY4-28-2008	Attorney IV	23	Php 78,455	Education: Bachelor of Laws Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Republic Act (RA) 1080

End User’s Preference:

Education: Bachelor of Laws (BAR Passer)
Experience: 2 years practice of Law
Training: 8 hours of relevant training/seminar
Eligibility: Republic Act (RA) 1080

Job Description:

1. Assist in the conduct of hearings on major or complicated cases pertaining to violations of FDA laws and other health laws, office rules and regulation and administrative disciplinary cases against officials and employees including consumer complaints.
2. Recommends decision and rulings on FDA cases to LSSC Director.
3. Appears in court, other investigative bodies or agencies of the government as may be assigned.
4. Assist in providing legal assistance on matters affecting policies, enforcement and administration of FDA-implemented laws, rules and regulations.
5. Review and recommend to the LSSC Director, contracts, instruments and other agreements to which the FDA is a party.
6. Provide technical supervision of LSSC staff.
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 addressed to FDA Director General with the specific position applied for and 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. Certificate of Membership to the Philippine Bar/BAR Rating and valid Integrated Bar of the Philippines ID;
- 5. Diploma in any relevant Bachelor’s Degree/Masters of Law/Bachelors Degree of Law 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.
Email your application at hrddrecruitment@fda.gov.ph
with Subject: Application for (indicate Position and Item #)*

Date of Posting: 06 JAN 2023
Deadline of Submission: 16 JAN 2023

Prepared by:	Approved by:
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