

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-SPI3-510093-2015	Special Investigator III	18	Php 45,203	Education: Bachelor's degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service (CS) Professional/Second Level Eligibility

End User's Preference:

- Education:** Bachelor's degree relevant to the job
- Experience:** 2 years of relevant experience preferably engaged in investigative work and preparation of legal documents and research
- Training:** 8 hours of relevant training preferably with background and/or training related with the preparation of legal documents and research
- Eligibility:** Career Service (CS) Professional/Second Level Eligibility/RA 1080

Job Description:

1. Conducts review and investigation of reports of violations filed for possible violations of FDA implemented laws, rules and regulations including coordination with other FDA Offices and enforcement agencies;
2. Recommend legal actions to be undertaken;
3. Provides technical assistance including research on matters affecting policies, enforcement and administration of FDA laws rules and regulation;
4. Monitors/tracks compliance and enforcement of recommended and approved legal orders; and
5. Perform 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.


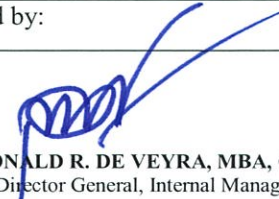
Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 1. Application Letter with the specific position applied for (Please indicate 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. 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.*
Email your application at hrrdrecruitment@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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