

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ATTORNEY III
PAY RATE: SG 21 (Php60, 901.00/month)
OFFICE : Office of the Deputy Director General – Internal Management

QUALIFICATION STANDARD	
Education	Bachelor of Laws
Experience	1 year relevant experience
Training	4 hours relevant training
Eligibility	RA 1080


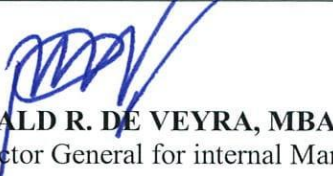
- End user’s preferences:**
1. Graduate in Bachelor of Laws;
 2. Background and/or training in the practice of law;
 3. Have eligibility according to Republic Act 1080;

- Job Description:**
- Drafts Memorandums and Recommendations on issuances, cases and other legal documents assigned, based on current and relevant laws, rules and jurisprudence;
 - Prepare required pleadings relative to functions exercised by the Deputy Director General, Internal Management;
 - Act on received motions/pleadings requiring issuance of recommendations orders/resolutions;
 - Provide the Deputy Director General, Internal Management with legal commentary and recommendations regarding rules to be used in connection with the implementation of the FDA Act 2009, as well as other relevant laws, rules and regulations;
 - Review and provide recommendation for contracts and instruments requiring approval of the deputy director General, Internal Management;
 - Reviews draft orders /decisions;
 - Attend hearings, meetings, local and international commitments (e.g. regulatory initiatives, meetings, etc.);
 - Serves as resource person in seminar/trainings on stakeholders and industry partners; and
 - Performs other related functions as may be assigned by the Deputy Director General, Internal Management.

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.

Date posted: 03 FEB 2023
Deadline of submission: 10 FEB 2023

 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for internal Management
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