

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 : Legal Services Support Center

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

End user’s preferences:

- Graduate in Bachelor of Laws;
- Background and/or training in the practice of law;
- Have eligibility according to Republic Act 1080;

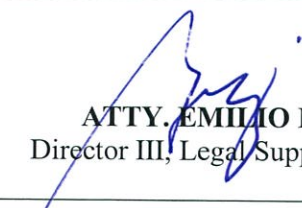
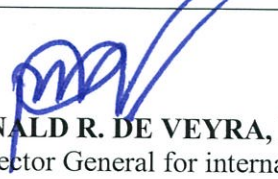
Job Description:

- Drafting evidence-based decisions on assigned cases;
- Preparation of required initial pleadings relative to complaint against employees of FDA;
- Actions on received motions/pleadings requiring issuance of interlocutory orders/resolutions;
- Review of received contracts and instruments;
- Reviews draft orders/decisions;
- Attends hearing and contributes to local and international commitments (e.g regulatory initiatives, meetings, etc);
- Serves as resource person in seminar/trainings on stakeholders; and
- Perform other related functions as may be assigned by the Director of LSSC.

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: 22 FEB 2023
Deadline of submission: 01 MAR 2023

 ATTY. EMILIO L. POLIG JR. Director III, Legal Support Service Center	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for internal Management
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