

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-ATY2-10-2000	Attorney II	18	Php 46,725	<b>Education:</b> Bachelor of Laws <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Republic Act (RA) 1080

End User’s Preference:

**Education:** Bachelor of Laws  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Republic Act (RA) 1080

Job Description:

1. Conduct legal researches in the interpretation and construction of Food, Drugs and Devices and Cosmetic Act (RA 3720) and allied FDA laws, rules and regulations including advisory opinions, including cases of violation of FDA laws and implementing rules and regulations.
2. Conduct administrative or quasi-judicial hearing on complaints against person or establishment under the jurisdiction of FDA for violation of FDA laws.
3. Provide technical assistance on matters affecting policies, enforcement and administration of FDA laws, rules and regulation.
4. Assist in monitoring enforcement of food and drugs, policies rules and regulations.
5. Assist in the review and evaluation of advertising matters for food, drugs and cosmetics.
6. Participate in the development of policies, guidelines, plans and programs related to the enforcement and administration of FDA implemented laws and regulations.
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:


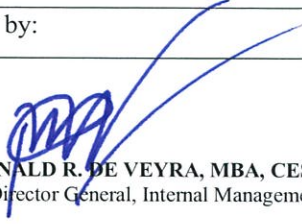
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) (1 copy) (downloadable at [www.fda.gov.ph/about/careers](http://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. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 11 5 FEB 2023  
**Deadline of Submission:** 12 5 FEB 2023

Prepared by:	Approved by:
 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management