

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE OFFICER I
PAY RATE: SG 10 (Php 21,205.00/month)
OFFICE: Office of the Deputy Director General for Field Regulatory Operations / FROO GMP Task Force

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (CS) Professional / Second Level Eligibility

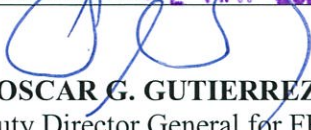
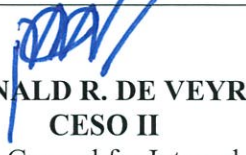
End User's preferences:
Education: Bachelor's degree relevant to the job (Preferably Bachelor's degree in Information Technology or Computer Science)
Experience: One (1) year of relevant experience
Training: None required
Eligibility: Career Service (CS) Professional / Second Level Eligibility

- Job Description:
1. Prepare budget proposals and disbursement funds for the approval of the Drug GMP Inspectorate Manager;
 2. Prepare logistics and coordinate with drug GMP inspectors for the implementation of the approved inspection schedule;
 3. Liaise with Quality Manager and FROO Learning and Development Officer on identified training needs and inspectorate learning development plan;
 4. Prepare project procurement management plan, reports, communication and other documents necessary for logistic requirements of the Drug GMP Inspectorate;
 5. Manage and maintain the database/s of the Drug GMP Inspectorate and perform analysis of data for strategic planning purposes;
 6. Handle the incoming and outgoing documents and communications related to Drug GMP Inspectorate;
 7. Control the distribution and inventory of office supplies and inspection/sampling paraphernalia;
 8. Act as custodian of inspection service complaints;
 9. Provide technical assistance related to administrative concerns and matters;
 10. Assist in the development of policies, guidelines, standards and procedures (i.e., minutes taker; meeting invite); and
 11. Perform other related functions as may be assigned.

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 Records;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 25 APR 2023
Deadline of submission: 2 MAY 2023

 DR. OSCAR G. GUTIERREZ, JR. Deputy Director General for FROO	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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