

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Special Investigator III

PAY RATE: SG 18 (Php 45,203/month)

OFFICE: Legal Services Support Center

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional) / Second Level Eligibility / R.A No. 1080

End-user's Preference

1. Graduate in Bachelor of Laws or completed at least 3 years in College of Law;
2. Background and/or training on the preparation of legal documents and research;
3. Computer literate, working knowledge in MS office;
4. Ability to work with minimal supervision;
5. Impeccable English communication skills

Job Description:

1. Evaluate ROVs, drafts and finalizes Summons or Remand Order.
2. Draft resolutions, decisions and orders on docketed cases.
3. Conduct legal research.
4. Develops templates for the resolution of the cases.
5. Drafts and issues "Order to Pay" for unpaid fines.
6. Review policies forwarded by the four Centers to LSSC (one Special Investigator to be assigned per Center).
7. Recommends strategies for improvement on matters related to the project.
8. Perform other related functions as maybe assigned by the Project Overseer/Manager.

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: 27 APR 2023

Deadline of submission: 04 MAY 2023

Noted by:

ATTY. EMILIO L. POLIG, JR.
Director III, Legal Services Support Center

Approved by:

ATTY. RONALD R. DE VEYRA, MBA, CESO II
Deputy Director General for Internal Management