

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) SPECIAL INVESTIGATOR III

PAY RATE: SG 18 (Php45, 203.00/month)

OFFICE : Legal Services Support Center

QUALIFICATION STANDARD	
Education	Bachelor of Laws
Experience	2 years of relevant experience
Training	4 hours relevant training
Eligibility	RA 1080

End user’s preferences:

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

Job Description:

- Evaluate ROVs, drafts and finalizes Summon or Remand order.
- Draft resolutions, decisions and order on docketed cases;
- Conduct legal cases;
- Develops templates for the resolution of the cases;
- Drafts and issues “Order to Pay” for unpaid fines;
- Review Policies forwarded by the four Centers to LSSC;
- Recommend strategies for improvement on matters related to the project; 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: 16 AUG 2023
Deadline of submission: 23 AUG 2023

 JULIE L. ALVARES, RN, MBA CAO, Human Resource Development Division	 DR. SAMUEL A. ZACATE Director General
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