

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

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (1) STATISTICIAN II**

**PAY RATE: SG 15 (Php35, 907.00/month)**

**OFFICE : Legal Services Support Center**

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional)

**End user's preferences:**

**Education:** Bachelor's degree in Statistics, Mathematics; graduate of any  
Bachelor's degree with 12 units in Statistics, Mathematics curriculum

**Experience:** two (2) years of relevant.

**Training:** Eight (8) hours of relevant.

**Eligibility:** Preferably with CS Professional Eligibility or Second Level Eligibility

**Job Description:**

1. Evaluation of dismissed or remanded cases to determine effectiveness in bringing about correction and to evaluate regulatory and enforcement strategies and evidentiary and other problems;
2. Performance of trend analysis and identify actual and potential problem areas;
3. Development and recommendation of techniques in detecting organized crimes activities of unscrupulous groups dealing with health products covered by FDA jurisdiction in coordination with other offices within the FDA and appropriate enforcement agency. Monitoring and review of the effectiveness and efficiency of the implementation of such techniques and system and recommend further actions when necessary;
4. Management and monitoring of the budget utilization including performing general accounting of the entire LSSC and advice the LSSC Director on financial matters;
5. LSSC performance-based planning and assist in budgeting including preparation and implementation of the annual budget and work and financial plans in coordination with the Policy & Planning Office and Assets and Financial Management Division of the AFS; and
6. Performs other related functions as may be assigned by the Director III 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

 <b>JULIE L. ALVARA., RN, MBA</b> CAO, Human Resource Development Division	 <b>DR. SAMUEL A. ZACATE</b> Director General
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