

NOTICE OF VACANCY (Plantilla Position)

Policy and Planning Service – Policy Dissemination and Training  
Division

| Number of Vacancy | Item Number                 | Position Title                             | Salary Grade | Basic Monthly Salary | Civil Service Commission (CSC) Minimum Qualification Standard   |
|-------------------|-----------------------------|--|--------------|----------------------|---|
| 1                 | OSEC-DOHB-HEPO3-510003-2015 | Health Education and Promotion Officer III | 18           | Php 46,725           | <b>Education:</b> Bachelor's Degree<br><b>Experience:</b> 2 years of relevant experience<br><b>Training:</b> 8 hours of relevant training<br><b>Eligibility:</b> Career Service (Professional) / Second Eligibility |

End User’s Preference:

- Education:** Bachelor's Degree in Nursing, Pharmacy and other allied health courses, Mass Communication, Development Communication
- Experience:** 2 years of relevant experience in the implementation of advocacy activities and development of communication plan/IEC materials; conduct of classroom or community-based teaching, training, seminars, workshop, and other health promotion activities
- Training:** 8 hours of training preferably in communication, health promotion and advocacy, IEC development, training facilitation and other relevant training
- Eligibility:** Career Service (Professional) / Second Eligibility

Job Description:

1. Participates in the development of policies, systems, programs, guidelines and standards related to health regulatory promotion strategies and social mobilization;
2. Conducts advocacy and social mobilization for health regulatory promotion activities;
3. Monitors and evaluate the implementation of regulatory health promotion activities at Regional Field Offices and Hospital;
4. Provides technical assistance in the development of research products, Information, Education and Communication materials and conduct of health promotion activities; and
5. Performs other related functions as may be 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, 7 and 8 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 latest Performance Rating period 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:


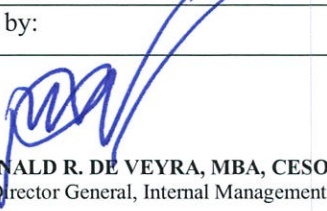
- 1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
- 2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Any Proof of eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System [CSEVS], Professional Regulation Commission’s [PRC]’s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer’s List or other sites as may be applicable);
- 4. Copy of valid NBI Clearance
- 5. Photocopy of Diploma in any relevant Bachelor’s Degree/Masters of Law/Bachelors Degree of Law and Transcript of Records (TOR);
- 6. Latest Performance Rating available (applicable for government employees only);
- 7. Certificates of trainings attended
- 8. Latest copy of Appointment Paper, Service Record and Certificate of Employment. (FDA employees and Contract of Service (COS) personnel are not required to submit this document)

**Note:**

- 1. Applicants may also hand in or send through courier their application at Food and Drug Administration - Human Resource Development Division, Filinvest Corporate City, Civic Drive, Alabang Muntinlupa City;
- 2. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 5 and 6 the soonest time, in case of appointment to the position applied for;
- 3. Applicants are only limited to apply for up to two (2) vacancies in Contract of Service Positions and Plantilla Positions respectively; and
- 4. **Applications with incomplete documents shall not be entertained.**

*\*Online submission of applications are now accepted. ([www.fda.gov.ph/careers](http://www.fda.gov.ph/careers))*

**Date of Posting:** 30 AUG 2023  
**Deadline of Submission:** 09 SEP 2023

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