

NOTICE OF VACANCY (Plantilla Position)

Office of the Director General – Food and Drug Action Center (FDAC)

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-INFO3-15-2020	Information Officer III	18	Php 46,725	Education: Bachelor's Degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User’s Preference:

Education	Bachelor's Degree relevant to the job preferably Management, Communication-related courses, Public Relations or Technical Courses (Pharmacy, Food Technology, etc.)
Experience	2 years of relevant experience preferably as Frontliner/Customer Service Officer or as FDA Officer (Evaluator, Health Program Officer, Health Education and Promotion Officer)
Training	8 hours of relevant training preferably in leadership, communications, service excellence, program/project planning and management, technical writing and data analysis, FDA systems/processes and rules/regulations
Eligibility	Career Service (CS) Professional/ Second Level Eligibility
Other Qualifications:	<ul style="list-style-type: none">• Above average written and oral communication skills• Knowledgeable in MS Office Applications• Good networking and linking• Possess positive work values• Good interpersonal relations• Good moral character and work ethics

Job Description:

1. Provides technical supervision of FDAC Staff;
2. Develops plan, policies, programs and systems pertaining to the functions of the FDAC;
3. Develops and improves Quality Work Procedure (QWP) of FDAC;
4. Monitors and evaluates FDAC plans, programs, systems and policies being implemented;
5. Assists the Head/OIC of FDAC on all operational matters including stakeholders’ issues and concerns (both internal and external stakeholders);
6. Coordinates with various FDA Centers and Officer and other relevant government agencies to carry out its objectives and functions to ensure that the referrals are expeditiously acted upon;

7. Leads in the preparation of FDAC’s Annual Work Financial Plan and PPMP, Monthly Physical and Financial Accomplishments; and
8. 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);
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)*

Date of Posting: 11 SEP 2023
Deadline of Submission: 21 SEP 2023

Prepared by:	Approved by:
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