

NOTICE OF VACANCY (Plantilla Position)

Information and Communication Technology Management Division – Records Section

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADOF5-20-2011	Administrative Officer V	18	Php 46,725.00	Education: Bachelor's Degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

Education: Bachelor's degree relevant to the job
Experience: 2 years relevant experience in Records Functions
Knowledgeable and familiar with Republic Act No. 9470
Training: 8 hours training related to Records Management and/or other relevant trainings
Eligibility: Career Service (CS) Professional/Second Level Eligibility

Job Description:

1. Administer records management work such as preservation and security of official records and document of the Food and Drug Administration (FDA);
2. Provides leadership in the management of staff performance;
3. Provides direction in the development of plans, programs, systems, policies and procedures pertaining to records management regulations;
4. Responsible for communicating and monitoring of plans, programs, systems, policies and procedures being implemented;
5. Maintains a continuing program for disposition of records in accordance with government rules and regulations
6. Issues certified true/photocopies of the records, documents, etc. in the central file;
7. Perform other duties or functions as may be assigned from time to time.

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 periods 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)


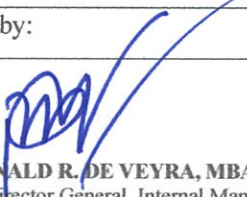
Note:

- 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. **Applicatons with incomplete documents shall not be entertained.**

**Online submission of applications are now accepted. (www.fda.gov.ph/careers)*

Date of Posting: 11 JAN 2024

Deadline of Submission: 21 JAN 2024

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