

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 III**

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

**OFFICE : Policy Planning Services (Monitoring and Evaluation Division)**

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility/

**End user's preferences:**

- Education:** Bachelor's degree in Statistics, Mathematics and/or Economics; graduate of any Bachelor's degree with 12 units in statistics, Mathematics and/or Economics in the curriculum
- Experience:** Two (2) years of relevant experience in program/ project monitoring and evaluation or any direct experience in the collection, processing and analysis of data and preparation of statistical reports
- Training:** Eight (8) hours of relevant training in program/ project monitoring and evaluation or any related training on statistical tools and methods, data management
- Eligibility:** Preferably with CS Professional or Second Level Eligibility


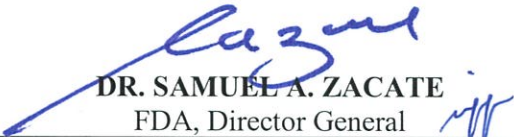
**Job Description:**

1. Develop a system for the effective monitoring of agency performance;
2. Collect data pertinent to health establishment and health products under FDA's jurisdiction including other data requirements of the Agency;
3. Perform statistical/ graphical analysis and interpretation of the reports submitted by the centers and Offices;
4. Perform statistical analysis and interpretation of data/reports generated from the Online Disclosure Reporting System (ODRS);
5. Analyses the reports from the Field Regulatory Operations Office; and
6. Performs other related functions as may be assigned.

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 **06 FEB 2024**  
Deadline of submission: **13 FEB 2024**

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