

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

NOTICE OF VACANCY (Plantilla Position)

Legal Services Support Center

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ATY3-243-2010	Attorney III	21	Php 63,997	Education: Bachelor of Laws Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Republic Act (RA) 1080

End User's Preference:

Education: Bachelor of Laws

Experience: One (1) year relevant experience (preferably engaged in the practice of law)

Training: 4 hours of relevant training/seminar

Eligibility: Republic Act (RA) 1080

Attitude/Values: With good moral character, detail - oriented, ability to work with minimal supervision and preferably willing to work on extended hours

Job Description:

1. Conduct hearing of complaints and cases involving violations of FDA laws, office rules and regulations, formal investigations of FDA and administrative cases including consumer complaints;
2. Prepare rulings and decisions on FDA cases;
3. Monitor enforcement of policies, rules and regulations
4. Appear in court and other investigative bodies;
5. Provide technical assistance on matters affecting policies, enforcement and administration of FDA laws, rules and regulations;
6. Participate in the development of policies, guidelines, plans and programs related to the enforcement and administration of food and drugs, laws and regulations;
7. Provide technical supervision of staff; and
8. Perform other related functions as maybe 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, and 7 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 last two (2) 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:


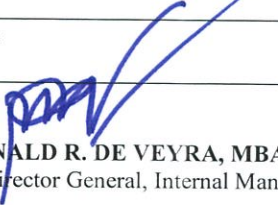
1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Any Proof of Eligibility (Report or Rating/License/Certificate 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 of 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 Job Order 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 positions applied for;**
3. **Applicants are only limited to apply for up 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/about/careers)*

Date of Posting: 04 APR 2024
Deadline of Submission: 14 APR 2024

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