

## NOTICE OF VACANCY (Plantilla Position)

### Policy and Planning Service - Policy and Dissemination and Training Division (PDTD)

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-HEPO2-12-2021	Health Education and Promotion Officer II	14	Php 30,799	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

**End User's Preference:**

<b>Education</b>	Bachelor's Degree relevant to the job
<b>Experience</b>	<b>One (1) year</b> of relevant experience
<b>Training</b>	<b>Four (4) hours</b> of relevant training
<b>Eligibility</b>	Career Service (Professional)/ Second Level Eligibility

**Job Descriptions:**

1. Assist in the development and production of IEC prototype materials, communication plans for FDA campaigns based on health communication policies, standard and guidelines.
2. Assist in the implementation and evaluation of national campaign and communication researches.
3. Assist in the dissemination of policies, standards and research data to DOH offices and other partner/stakeholders.
4. Assist in the conduct of research related communication planning.
5. Provides technical assistance in the conduct of health promotion and social mobilization activities.
6. Performs 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:


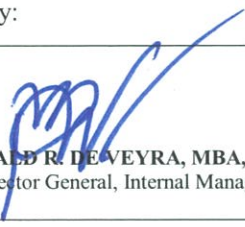
1. Application Letter with the specific position applied for (Please indicate Item Number);
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification Profile (Annex 1) in 6 copies (downloadable at [www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))
4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
5. Diploma in any relevant Master's/ Bachelor's Degree and Transcript of Records;
6. Performance Rating for the last two (2) rating periods (for government employees);
7. Certificates of trainings attended, if any (in case of managerial/ supervisory trainings for the last 5 years); and
8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

**Note:**

1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
2. Applicants are limited to apply up to two (2) vacant positions only.

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

**Date of Posting:** 29 NOV 2021  
**Deadline of Submission:** 09 DEC 2021

Prepared by:	Approved by:
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