

NOTICE OF VACANCY (Plantilla Position)

Policy and Planning Service – Policy Formulation and Program Implementation Division (PFPID)

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-HEPO2-13-2021	Health Education and Promotion Officer II	14	Php 30,799	Education: Bachelor's Degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

Education	Bachelor's Degree relevant to the job preferably graduate of Health Science and Business Management
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Career Service (Professional)/ Second Level Eligibility and/or RA 1080
Attitude/Values	Detail-Oriented, ability to work with minimal supervision and preferably willing to work on extended hours

Job Descriptions:

1. Assist in the development and review of guidelines, policies, plans and program.
2. Assist in communicating with different agencies, stakeholders on matters pertaining to rules and regulations of health establishments and products.
3. Provide policy update and technical assistance to the different activities of the centers and offices.
4. 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:


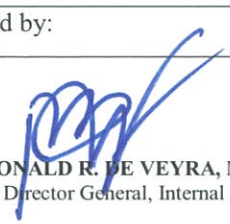
1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
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)*

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

Prepared by:	Approved by:
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