



Republic of the Philippines
 Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY
 FPA bldg., BAI Compound, Visayas Ave., Diliman, Quezon City
 Telephone Nos. (02) 8426-1572/ (02) 8920-8573

NOTICE OF VACANCY

Position Title : Administrative Officer V
Item Number : FPAB-ADOF5-29-2014
Assignment : Planning, Management, and Information Division (PMID)
Salary Grade : 18
Status : Permanent

QUALIFICATION STANDARDS

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

DUTIES AND RESPONSIBILITIES

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| <ul style="list-style-type: none"> Develop and implement communication plans, strategies, activities, and budget to promote the campaign on the safe and judicious use of fertilizer and pesticides and food safety; |
| <ul style="list-style-type: none"> Facilitate the issuance of data/information on fertilizer and pesticide; publication of press releases, content management of social media and website; and production of information, education, and communication (IEC) materials; |
| <ul style="list-style-type: none"> Prepare and monitor information and communication-related policies and guidelines of the agency; |
| <ul style="list-style-type: none"> Oversee the coordination and conduct of public information activities and trainings for the accreditation program; |
| <ul style="list-style-type: none"> Oversee knowledge management (KM) related activities, including the management, capturing, sharing and accessibility of knowledge assets; |
| <ul style="list-style-type: none"> Ensure provision of feedback to public inquiries and data/information requests received via the FPA official email, social media accounts, FOI and other channels; |
| <ul style="list-style-type: none"> Act as the Freedom of Information (FOI) Receiving Officer (FRO); |
| <ul style="list-style-type: none"> Perform other duties assigned by the Chief of PMID. |

Interested and qualified applicants shall submit the documents below to this google form



https://forms.gle/bRB58zMnvtti_gcRw6 for initial documentary review and evaluation:

- Letter of intent addressed to **Julieta B. Lansangan, Executive Director III**;
- Updated and duly notarized Personal Data Sheet (PDS) with Work Experience Sheet (WES);
 - CS Form No. 212, Revised 2017 which can be downloaded at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
 - with Passport size ID picture
 - with Government Issued ID
 - with thumbmark
 - Work Experience Sheet which can be downloaded at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
- Relevant Scholastic Records;
 - Photocopy of Transcript of Records (TOR)
 - Photocopy of Diploma
- Photocopy of Performance rating in the last period (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of relevant training certificates; and
- Photocopy of Certificate of Employment

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FPA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 4, 5, and 6 listed hereunder, to the google form. Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for.

All data submitted to the FPA will be processed in accordance with the RA No. 10173 or the Data Privacy Act of 2012.

Note:

- Applicants are advised to secure certified true copies/authenticated copies of documents specified in item numbers 3, 4, and 5 the soonest time, in case of appointment to the position applied for.
- Applications with incomplete documents shall not be entertained.

Date of Posting : April 8, 2024

Deadline of Submission : April 19, 2024; 5:00 PM

"It is the policy of the FPA to strictly adhere to the principles of merit, competence, fitness, and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Agency regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation."