

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) ADMINISTRATIVE AIDE VI

PAY RATE: SG 6 (Php14, 847.00/month)

OFFICE : AFS-General Services Division

QUALIFICATION STANDARD	
Education	Must be able to read and write/ Elementary School Graduate/ High School Graduate or completion of relevant vocational/ trade course
Experience	1 Year of relevant Experience
Training	4 Hours of Relevant Training
Eligibility	CS (Sub-professional)
Attitude/Values	With good moral character willing to work on extended hours when necessary

End user's preferences:

Education: Preferably College Graduate of any related course

Experience: 1 year relevant experience preferably in records keeping/management, scanning of documents

Training: 4 hours relevant training preferably in database maintenance

Eligibility: Preferably CS Sub-professional

Job Description:


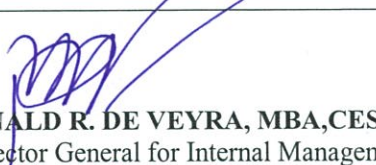
1. Receives and releases official documents.
2. Performs Liaison works from FDAC to Central Office
3. Maintain record and file of all authorization from centers/offices and
4. Replies to email requests of clients for scanned copy of documents

Applicants are advised to submit the following to the Human Resource Development Division, FDA AlabangMuntinlupa City.

1. Application Letter; (Addressed to Atty.Ronald R. De Veyra, MBA, CESO II, Deputy Director General for Internal Management)
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: 27 November 2020

Deadline of submission: 07 December 2020

 RACQUEL P. ALVENDIA, CPA, MBA Director III, Administrative & Finance Service	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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