

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT III

PAY RATE: SG 9 (Php 17,975.00/month)

OFFICE : Common Services Laboratory

QUALIFICATION STANDARD	
Education	Completion of two years of college studies
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	CS Sub-Professional Relevant MC 11 s. 1996

End user’s preferences:

Education: Completion of two years studies in college

Experience: at least 1 year of relevant experience

Training: 4 hours of relevant Training and knowledgeable on:

- Good Laboratory practices and Safety in the Laboratory
- ISO/IEC 17025 and ISO 9001 Quality Management System

Eligibility: Career Service (CS) Sub-professional/Data Encoder (MC 11, s. 96 – Cat. I) 1st level Eligibility.

Attitude/Values: Excellent Communication skills,

- Advance knowledge and experience in technical writing and MS Office software.

Job Description:

1. Encode and produce office documents, printed outputs, reports and presentation materials.
2. Conduct preventive maintenance of computer hardware and software.
3. Perform basic troubleshooting of computer hardware and software.
4. Maintain the Human Resource Information System.
5. Perform other related functions as may be assigned

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

1. Application Letter;
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: 04 February 2021

Deadline of submission: 11 February 2021


JOCELYN E. BALDERRAMA, RPh, MBA
Director II, Common Services Laboratory


ATTY. RONALD R. DE VEYRA, MBA, CESO II
Deputy Director General for Internal Management