

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Administrative Aide VI (Driver)

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

OFFICE : Office of the Director General

QUALIFICATION STANDARD	
Education	Must be able to read and write/ Elementary School Graduate/ High School Graduate or completion of relevant vocational/ trade course
Experience	None Required
Training	None Required
Eligibility	Driver's License (MC 11, s. 96 - Cat II)
Attitude/Values	With good moral character and willing to work on extended hours

End user's preferences:

Education: At least High School Level

Experience: None Required

Training: None Required

Job Description:


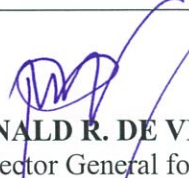
1. Transport the Directors, officials and staff on official travels;
2. Maintain and ensures serviceability of the vehicle;
3. Prepare report of gasoline expenses (Trip Tickets and Summary Report);
4. In charge in safekeeping of vehicle tools and accessories in good condition; and
5. Perform other related functions as maybe 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, if any.

Date posted: 02 February 2021

Deadline of submission: 05 February 2021

 ROSALEO A. MORENO JR Planning Officer III	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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