

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 III (UTILITY WORKER/CLEANER)

PAY RATE: SG 3 (Php12, 466.00/month)

OFFICE : FROO, North Luzon Cluster (CAR)

QUALIFICATION STANDARD	
Education	Must be able to read and write
Experience	None required
Training	None Required
Eligibility	None Required

End User’s Preferences:

Education: Must be able to read and write/ High School Graduate Experience

Experience: at least 1 year of janitorial experience, having a messengerial experience is an advantage

Job Description:


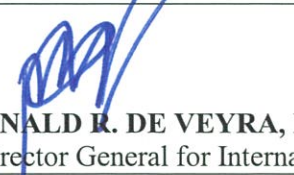
1. Cleaning, gardening, stocking, and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc);
2. Keep the office in clean and orderly condition Perform other related functions as may be assigned;
3. Notify the office supervisor on deficiencies or needs for repairs;
4. 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: 10 March 2021

Deadline of submission: 17 March 2021

 ATTY. EMILIO L. POLIG, JR OIC, Deputy Director General for FROO	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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