

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, Visaya's Cluster (Region VII)**

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:** Preferably with experience in Housekeeping and disposal

**Job Description:**


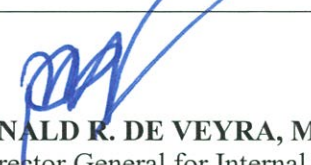
1. Cleans stock and supplies designated facility areas (will perform dusting, sweeping, vacuuming, mopping, tidying cleaning vents, restroom maintenance, etc);
2. Keep the office squeaky clean and orderly;
3. Notify the office supervisor on deficiencies or needs for repairs;
4. Perform other related 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

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