

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 (Clerk III)

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

OFFICE : FROO, Visayas Cluster (Region VII)

QUALIFICATION STANDARD	
Education	Must be able to read and write, High School Graduate or Completion of two-year in college / This includes Graduates of High School under the old and new Curriculum (Senior High School)
Experience	None required
Training	None Required
Eligibility	CS Sub-professional

End User's Preferences:

Education: at least College Level

Experience: Preferably with knowledge about clerical task; computer literate

Others: With good moral character and willing to work on extended hours

Job Description:


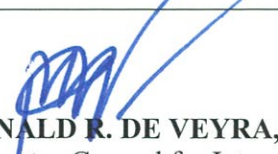
1. Receive records and release incoming and outgoing communication and other pertinent documents.
2. Files Maintains official communications and other official documents.
3. Act as Liaison Officer who will coordinate with LBP, Philhealth, BIR and other agencies; and
4. Perform other related functions 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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