

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Alabang Testing and Quality Assurance Laboratory

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADA6-193-2004	Administrative Aide VI	6	Php 16,200	<b>Education:</b> Completion of two years studies in college or High School Graduate with relevant vocational/trade course <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (CS)Subprofessional/ Relevant MC 11 s. 1996

End User’s Preference:

- Education:

Completion of two years studies in college
- Experience:

At least one (1) year of relevant experience preferably has knowledge and experience in:
  - Drafting/preparation of office communications, correspondences, vouchers and other related activities
  - Filing and maintaining official incoming and outgoing communications and other documents
  - Conduct of inventory of supplies and materials
  - Administrative support functions
  - Handling of database
  - Procurement process; procedures and forms including terminology of procurement and the function of documents used; Basic knowledge on RA 9184 and its 2016 RIRR
  - Office software automation
  - Knowledgeable in ISO/IEC 17025 and 9001 Quality Management System
- Training:

At least four (4) hours of relevant training and knowledgeable on:
  - Good Laboratory practices and Safety in the Laboratory
  - Computer operation (MS Office)
  - Database management
  - ISO/IEC 17025 and 9001 Quality Management System
- Eligibility:

Career Service (CS) Subprofessional/Relevant MC 11 s. 1996

**Job Summary:**

Under general supervision, provide clerical services such as management of records/reports, prepare office communications and provide personnel service such as voucher and travel order preparation.

**Job Description:**

- 1. Encode routine office communications, correspondences, vouchers and other related activities.
- 2. Receive, record, and release incoming and outgoing communications and other documents.
- 3. File and maintain official communications and other documents.
- 4. Prepare requisition of office supplies and materials of the division.
- 5. Handle incoming and outgoing telephone calls/inquiries.
- 6. Perform other related functions as may be assigned.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:



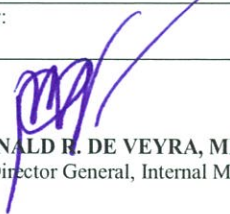
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at [www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- 5. Diploma in any relevant Master’s/ Bachelor’s Degree and Transcript of Records;
- 6. Performance Rating for the last two (2) rating periods (for government employees);
- 7. Certificates of trainings attended, if any (in case of managerial/ supervisory trainings for the last 5 years); and
- 8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

**Note:**

- 1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
- 2. Applicants are limited to apply up to two (2) vacant positions only.

*\*Online submission of applications are now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 03 march 2021  
**Deadline of Submission:** 13 march 2021

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