

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 (OFFICE CLERK)

PAY RATE: SG 6 (Php 15,524.00/month)

OFFICE : FROO – VISAYAS CLUSTER (REGION VII)

QUALIFICATION STANDARD	
Education	Completion of two years college studies
Experience	None Required
Training	None Required
Eligibility	Career Service (Sub-Professional) 1 <sup>st</sup> level eligibility

End user’s preferences:

Education: At least college level

Experience: Preferably with knowledge about clerical tasks; computer literate

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

Job Description:


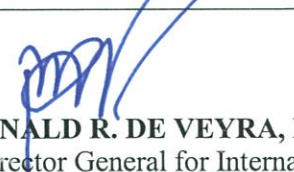
1. Receives, records and release incoming and outgoing communications and other pertinent documents;
2. Files and maintains official communications and other official documents;
3. Updating and encoding of FDA Regional Database;
4. Assist the clients in their FDA related concerns;
5. Provide frontline services to FDA clients; and
6. Performs other related tasks as required.

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: 07 April 2021

Deadline of submission: 13 April 2021

 DR. OSCAR G. GUTIERREZ, MPA Deputy Director General for FROO	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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