

## NOTICE OF VACANCY (Plantilla Position)

### Administrative and Finance Service – General Services Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ADA1-434-2004	Administrative Aide I	1	Php 12,034	<b>Education:</b> Must be able to read and write <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> None required

#### End User's Preference:

**Education:** Completion of two-year studies in college (72 units) or High School Graduate w/ relevant vocational/trade course  
**Experience:** At least six (6) months, including on-the-job training, using basic MS Office, Excel and Word.  
**Training:** None required  
**Eligibility:** None required

#### Job Description:

1. Assists in the receiving of all approved Purchase Order (PO) for processing of delivery of goods and equipment;
2. Assists in the preparation of pre and post report of procurement for submission to the Commission on Audit (COA);
3. Assists in informing the supplier for the awarded PO;
4. Perform other task as may be assigned by the immediate supervisor.

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 with the specific position applied for addressed to FDA Director General (Please indicate 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)



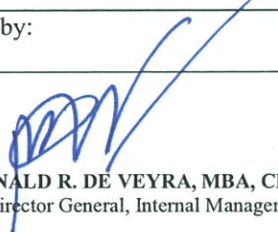
**Note:**

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 may 2021

**Deadline of Submission:** 13 may 2021

Prepared by:	Noted by:	Approved by:
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