

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 (Php15, 524.00/month)**

**OFFICE : FROO, South Luzon Cluster (Region IV-B)**

QUALIFICATION STANDARD	
Education	Completion of 2 years studies in college
Experience	None required
Training	None Required
Eligibility	Career Service (Sub professional)

**End User's Preferences:**

**Education:** Completion of 2 years studies in college

**Experience:** None required

**Training:** None

**Eligibility:** Career Service (Sub professional)

**Job Description:**

1. Compose and type/ encode confidential and routine correspondences, reports and other related documents;
2. Record and File and maintain official correspondences, reports and other related documents;
3. Handle incoming and outgoing telephone calls/ inquiries;
4. Perform liaison work
5. 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:** 24 June 2021

**Deadline of submission:** 30 June 2021

 <b>DR. OSCAR G. GUTIERREZ, JR, MPA</b> 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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