

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 : South Luzon Cluster (Regional Field Office V)**

QUALIFICATION STANDARD	
Education	Must be able to read and write, Completion of two-years studies 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 two years studies in college

**Experience:** Preferably in 1 year experience

**Job Description:**


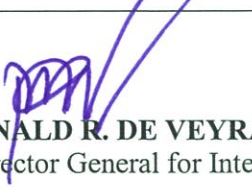
1. Encodes and prepares office documents, routine correspondence, printed outputs, reports and presentation materials;
2. Assists in the implementation of the basic records management and records keeping;
3. Receives, checks all incoming and outgoing documents;
4. Performs liaison work; and
5. Perform 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 Field Regulatory Operations Office	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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