

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 IV (Driver)**

**PAY RATE: SG 4 (Php13, 807.00/month)**

**OFFICE : Davao Testing Quality Assurance**

QUALIFICATION STANDARD	
Education	Must be able to read and write/ Elementary School Graduate
Experience	None required
Training	None Required
Eligibility	Relevant MC 11 s. 1996 (Professional)

**End User's Preferences:**

**Education:** at least high school graduate

**Experience:** at least 6 months in professional driving with knowledge on basic troubleshooting

**Training:** at least 4 hours of relevant training

**Eligibility:** Memorandum Circular (MC) 10 s. 2013 – Category (CAT) IV  
(Professional Driver's License)

**Job Description:**



- Transport the officials and staff on official travels;
- Maintain and ensure the serviceability of the vehicle;
- Prepare report of gasoline expenses (Requisition and Issuance Slip (RIS), trip tickets and summary report);
- Safekeeping of vehicle tools and accessories; and
- 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:** 21 July 2021

**Deadline of submission:** 26 July 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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