

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 : FROO – VISAYAS CLUSTER (REGION VII)

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

 DR. OSCAR G. GUTIERREZ, JR, MPA Deputy Director General for Field Regulatory Operations Office	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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