

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (1) PRIVATE SECRETARY II**

**PAY RATE: SG 15 (Php32, 053.00/month)**

**OFFICE : Deputy Director General for Field Regulatory Operations Office**

QUALIFICATION STANDARD	
Education	Completion of 2 years studies in college
Experience	None required
Training	None required
Eligibility	None required

**End User's Preferences:**

**Education:** Bachelor's degree relevant to the job

**Experience:** 1 year relevant experience

**Training:** 8 hours of relevant training

**Eligibility:** Career Service Professional (2<sup>nd</sup> level Eligibility)

**Job Description:**

1. Provide administrative and technical support to office;
2. Prepare/draft technical reports (e.g. minutes of meeting, summary of reports);
3. Coordinate and collaborate with offices within and/or outside FDA to ensure efficient, effective and timely delivery of services;
4. Review and vet documents as to the completeness. Accuracy of staff work and compliance to existing rules and regulations prior to endorsing to Executive Assistant and/ or concerned personnel for information/ approval/ instruction;
5. Assist in managing FROO database and monitoring tools;
6. Prepare/ draft communications of matters relative to filed operations
7. Handle and manage critical and confidential files and office records; and
8. 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:** 08 July 2021

**Deadline of submission:** 14 July 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
---	--