

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

**POSITION:** (2) ADMINISTRATIVE AIDE III

**PAY RATE:** SG-3 (Php 13,019/month)

**OFFICE:** AFS - General Services Division

| QUALIFICATION STANDARD |  |
|------------------------|--|
| Education              | Must be able to read and write Elementary High School Graduate or Completion of relevant/ trade course |
| Experience             | None required  |
| Training               | None required  |
| Eligibility            | Relevant MC 11 s. 1996 Relevant MC 11 s. Career Service (Sub-Professional)First Level Eligibility      |

**End user's preferences:**

**Education:** Preferably High School Graduate

**Experience:** None required

**Training:** None required

**Eligibility:** Preferably CS Sub-professional

**Job Description:**

1. Compose and encode/types confidential and routine correspondences, reports and other Documents;
2. Receive and release official documents;
3. Maintain record and file of all official communications/documents received by the centers/offices; and
4. Perform other related functions as maybe assigned.

**Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.**

Application Letter;

Duly Accomplished Personal Data Sheet (CS Form 212) (Downloadable @ fda website- Careers area);


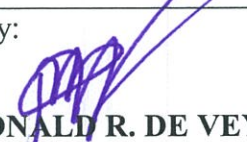
Certified True Copy of Eligibility;

Certified True Copy of Diploma and Transcript of Record;

Certificate of Attendance to training/s, if any;

NBI Clearance;

Certificate of Employment/Service Record

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| Noted by:<br><br><b>RACQUEL P. ALVENDIA, CPA, MBA</b><br>Director III, Administrative & Finance Service | Approved by:<br><br><b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b><br>Deputy Director General, Internal Management |
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**Date of Posting:** 02 AUGUST 2021

**Deadline of Submission:** 07 AUGUST 2021