

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL
ADMINISTRATIVE AND FINANCE SERVICES (AFS)

POSITION: (1) ADMINISTRATIVE AIDE VI (Clerk III)

PAY RATE: SG 6 (Php15, 524.00/month)

OFFICE : AFS - General Services Division

QUALIFICATION STANDARD	
Education	Completion of two years studies in college
Experience	None required
Training	None required
Eligibility	CS (Sub-professional)
Attitude/Values	With good moral character willing to work on extended hours when necessary

End user's preferences:

Education: Preferably Completion of two years in college or any related course

Experience: 1 Year relevant experience Preferably in Records Management ~~for~~ its equivalent.

Training: 4 Hours relevant Training Preferably in Records Management



Eligibility: Preferably CS Sub-professional

Job Description:

1. Compose and encode/type confidential and routine correspondences, reports and other documents
2. Receive and release official documents.
3. Perform Liaison works from FDAC to central office.
4. Maintain record and file of all official communications/documents received by the centers/offices and
3. Perform other related functions as maybe 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 Revised 2017) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility, if any;
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.

 RACQUEL P. ALVENDIA, CPA, MBA Director III, Administrative & Finance Service	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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Date posted: 02 AUGUST 2021

Deadline of submission: 07 AUGUST 2021