

Food and Drug Administration  
Department of Health  
Filinvest Civic Drive, AlabangMuntinlupa City

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Administrative Assistant I  
PAY RATE: SG-7 (Php 16,458/month)  
OFFICE: Mindanao West Cluster (RFO-MWC)

QUALIFICATION STANDARD	
Education	Completion of two(2) years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Sub-Professional) First Level Eligibility

End user’s preference:

Education: Preferably Any four (4) years course/Bachelor degree  
Eligibility: Preferably CS Sub-Professional



Job Description:

1. Examine and verify report of collection of FDA specifically in Mindanao West Cluster;
2. Reconcile statement of all accounts of the office book balance to the Bureau of Treasury and Bank;
3. Maintain and reconcile each book balance with the subsidiary ledger balance of Mindanao West Cluster;
4. Prepare report of income;
5. Actual Physical count/ inventory of PPE per category;
6. Actual physical count/ inventory of supplies and materials;
7. Encoding inventory report and development of FDA PPE Database;
8. Development of individual Employee’s PPE Database;
9. Preparation of consolidated RCPPE; and
10. 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 @ fda website- Careers area);
- 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 Record

Date of Posting: 23 AUGUST 2021  
Deadline of Submission: 28 AUGUST 2021

Noted by:   <b>DR. OSCAR G. GUTIERREZ, JR, MPA</b> Deputy Director General for Field Regulatory Operations Office	Approved by:   <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General, Internal Management
---	---

**\*NOTE:**  
*Successful candidates will be employed until the end of the fiscal year on December 31, 2021 only.*