

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 III

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

OFFICE: Center for Drug Regulation and Research

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

End user's preference:

Education: Must be able to read and write High School Graduate or Completion of relevant/ trade course

Experience: None

Training: None

Eligibility: Preferably CS Sub-Professional

Job Description:

- 1) Assist records officer in
 - (a) sorting active, inactive and valueless records
 - (b) segregating and encoding inactive records to be transferred
 - (c) listing of valueless records for disposal
 - (d) scanning of records
 - (e) filing of records
- 2) Maintain cleanliness and orderliness in the records room
- 3) Provide support to records officer in
 - (a) Retrieving necessary records
 - (b) Safekeeping and securing records in the records room

Other Requirements:

1. Physically fit
2. follow simple instruction
3. do assigned tasks with minimal supervision
4. lift or carry piles of records

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

Noted by:

JESUSA JOYCE N. CIRUNAY, RPh

Director IV, Center for Drug Regulation and Research

Approved by:

ATTY. RONALD R. DE VEYRA, MBA, CESO II

Deputy Director General, Internal Management

Date of Posting: 12 August 2021

Deadline of Submission: 19 August 2021