

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 VI

PAY RATE: SG-6 (Php 15,524/month)

OFFICE: Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Completion of two(2) years studies in college
Experience	1 year of relevant experience
Training	4 hours of relevant training
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:


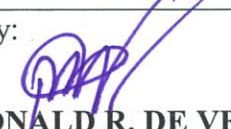
1. Receives records and releases incoming and outgoing communications and other documents.
2. Maintain and updates records on market authorizations, post market surveillance documents and other official communication.
3. Perform other related functions as may be assigned.

Other Requirements:

- Can report to work ASAP.
- Possesses analytical skills, prioritizes, initiates and meets deadlines.
- With good interpersonal and communication skills.
- With good moral character.
- With good computer skills.
- Resourceful, high adaptable, can work independently
- Willing to work on extended hours

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

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
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Date of Posting: 12 August 2021

Deadline of Submission: 19 August 2021