

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Administrative Assistant I
PAY RATE: SG-7 (Php 16,458/month)
OFFICE: Center for Drug Regulation and Research

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:**
- a. Manage the updating of database of the Licensing and Registration Division or Product Research and Standards Development Division;
 - b. Compose routine correspondence and other documents;
 - c. Track and encode all received and released official documents;
 - d. Maintain record (softcopy/hardcopy) and file of all the official communications/documents received by the Centers/Offices;
 - e. Performs liaison work;
 - f. Performs 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) (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 JOYCEN 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