

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 Assistant I  
**PAY RATE:** SG-7 (Php 16,458/month)  
**OFFICE:** Mindanao East Cluster and Davao Testing Quality Assurance Laboratory

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 East 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 East 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:** 18 October 2021  
**Deadline of Submission:** 18 October 2021

<div>Noted by:</div> <div> <b>DR. OSCAR G. GUTIERREZ, JR, MPA</b> Deputy Director General for Field Regulatory Operations Office</div>	<div>Approved by:</div> <div> <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General, Internal Management</div>
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**\*NOTE:**  
*Successful candidates will be employed until the end of the fiscal year on December 31, 2021 only.*