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 17,179/month)
OFFICE: Mindanao East Cluster

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's degree
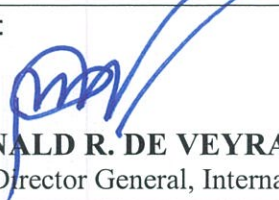**Eligibility:** Preferably CS Sub-Professional

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: 28 January 2022
Deadline of Submission: 02 February 2022

Noted by:	Approved by:
ARNOLD G. ALINDADA, Dr. HCM, MPH, RMT OIC, Deputy Director General for FROO	**ATTY. RONALD R. DE VEYRA, MBA, CESO II** Deputy Director General, Internal Management