

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 (Driver)

PAY RATE: SG 6 (Php16, 200.00/month)

OFFICE : South Luzon Cluster (National Capital Region)

QUALIFICATION STANDARD	
Education	Must be able to read and write/ Elementary School Graduate
Experience	None required
Training	None required
Eligibility	Relevant MC 11 s. 1996 (Professional)

End User's Preferences:

1. Education: Elementary School Graduate
2. Experience: 1 year Driving experience required (Private or Government)
3. Training: None required
4. Eligibility: Memorandum Circular (MC) 10 s. 2013 – Category (CAT) IV (Professional Driver's License)

Job Description:

1. Transport the officials and staff on official travels;
2. Maintain and ensures the serviceability of the vehicle;
3. Prepare report of gasoline expenses (Requisition and Issuance Slip (RIS), trip tickets and summary report);
4. Safekeeping of vehicle tools and accessories; and
5. 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 at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
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 Records.

Date posted: 16 February 2022

Deadline of submission: 21 February 2022

ARNOLD G. ALINDADA, Dr. HCM, MPH, RMT
OIC, Deputy Director General for FROO

ATTY. RONALD R. DE VEYRA, MBA, CESO II
Deputy Director General for Internal Management