

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) ADMINISTRATIVE ASSISTANT VI

PAY RATE: SG 12 (Php 26,052.00/month)

OFFICE : Center for Cosmetics Household Urban Hazardous Substances Regulation & Research (CCHUHSRR)

QUALIFICATION STANDARD	
Education	Completion of two years of studies in college.
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	CS Professional/RA 1080

End user's preferences:

Education: Bachelor's degree relevant to the job. Preferably BS Computer Science, BS Information Technology, BS Computer Engineering, BS Business Management and BS Business Administration.

Experience: 2 years of relevant experience.

Training: 8 hours of Relevant Training.

Eligibility: Preferably with Career Service (Sub-professional) First Level Eligibility.

Job Description:

1. Receives and reviews administrative documents for signature of CCHUHSRR Director;
2. Maintain, updates and secure promo/CFS/GMP and/or other relevant database;
3. Drafts and prepares templates for notification and product registration;
4. Facilitates receiving and routing of documents;
5. Evaluates promo permit applications;
6. Prepares administrative documents and other related correspondence;
7. Answers and/or places telephone calls inquiries;
8. Maintains orderly record and file of all the official communications/documents received by the office;
9. Conduct preventive maintenance of CCHUHSRR computers and coordinates with ICTMD on database management and security; 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 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: 22 February 2022
Deadline of submission: 01 March 2022

 ENGR. ANA TRINIDAD F. RIVERA, MSc Director IV, Center for Cosmetics Regulation and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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