

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 VI**

**PAY RATE: SG 12 (Php26,052.00/month)**

**OFFICE : Center for Cosmetics and Household/Urban Hazardous Substances  
Regulation and Research (CCHUHSRR)**

QUALIFICATION STANDARD	
Education	Completion of two years of studies in college or at least 72 units or High School Graduate with relevant vocational/trade course
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (CS) Sub-Professional/First Level Eligibility

**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, BS Business Administration  
**Experience:** 1 year of relevant experience  
**Training :** 4 hours of relevant training  
**Eligibility :** Preferably with Career Service (CS) Professional/Second Level Eligibility

**Job Description:**


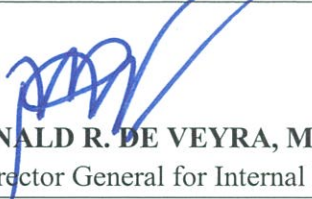
1. Receives and review administrative documents for signature of the CCRR-PRSDD
2. Prepares administrative documents and other related correspondence;
3. Facilitate receiving and routing of documents;
4. Answers and/or places telephone calls and inquiries;
5. Maintains orderly record and file of all the official communications/documents received by the Centers/Offices; and
6. 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 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, CCHUHSRR	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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