

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:** Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Completion of Two (2) year studies in College or High School Graduate with relevant vocational / trade course
Experience	None Required
Training	None Required
Eligibility	CS (Sub-professional) First level Eligibility

End User’s Preference

**Education:** Completion of any four (4) year course/ Bachelor degree  
**Experience:** None required  
**Training:** None required  
**Eligibility:** CS (Sub-professional) First level Eligibility

Other Qualifications:

- Can report ASAP.
- Processes analytical skills, prioritizes, initiates and meets deadlines.
- With good interpersonal and communication skills.
- With good moral character.
- With good computer skills.
- Resourceful, high adaptability and flexibility, can work independently.
- Willing to work on extended hours


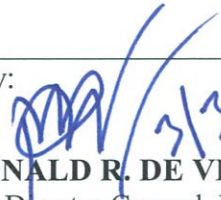
Job Description:

1. Prepares administrative documents and relate correspondents;
2. Assist the technical personnel in the receiving and routing of documents;
3. Assist in the secretariat for the FDA Pool of External Experts;
4. Answer and/ or places telephone calls and inquiries;
5. Maintains orderly record and file of all official communications/ documents received by the CRS; and
6. 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 Records

**Date of Posting:** 20 March 2022  
**Deadline of Submission:** 06 April 2022

Noted by:	Approved by:
 <b>JESUSA JOYCE N. CIRUNAY, RPh</b> Director IV, Center for Drug Regulation and Research	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General, Internal Management

