

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE AIDE VI

PAY RATE: SG 6 (Php 16, 200.00/month)

OFFICE : Common Services Laboratory

QUALIFICATION STANDARD	
Education	Completion of two (2) years studies in college (72 units) or High School graduate with relevant Vocational/Trade Course
Experience	One (1) year relevant experience
Training	Four (4) hours of relevant training
Eligibility	Civil Service (CS) Sub-professional Eligibility

End user's preferences:

Education: Completion of two (2) years in studies in college (72 units) or High School graduate with relevant Vocational/Trade Course

Experience: One (1) year relevant experience

Training: Four (4) hours of relevant training

Others: Possess good interpersonal and communication skills, with good moral character, detailed oriented, with good computer skills, able to work with minimal supervision, and willing to work on extended hours.

Job Description:

1. Types/ encodes confidential and routine correspondence reports and other related documents;
2. Records, files and maintain official documents;
3. Handles incoming and outgoing email, telephone calls/inquiries;
4. Perform liaison work; 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: 22 March 2022

Deadline of submission: 29 March 2022


JOCELYN E. BALDERRAMA, RPh, MBA
Director II, Common Services Laboratory


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