

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 (Php17, 899/month)  
OFFICE: Visayas Cluster (RFO-VC)

| QUALIFICATION STANDARD |  |
|------------------------|--|
| Education              | Completion of two(2) years studies in college                |
| Experience             | None required  |
| Training               | None required  |
| Eligibility            | Career Service (Sub-Professional)<br>First Level Eligibility |

End user’s preference:

Education: Preferably Any four (4) years course/Bachelor degree  
Eligibility: Preferably CS Sub-Professional

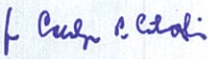

Job Description:

1. Examine and verify report of collection of FDA specifically in Visayas Cluster;
2. Reconcile statement of all accounts of the office book balance to the Bureau of Treasury and Bank;
3. Maintain and reconcile each book balance with the subsidiary ledger balance of Mindanao Visayas Cluster;
4. Prepare report of income;
5. Actual Physical count/ inventory of PPE per category;
6. Actual physical count/ inventory of supplies and materials;
7. Encoding inventory report and development of FDA PPE Database;
8. Development of individual Employee’s PPE Database;
9. Preparation of consolidated RCPPE; 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 @ 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 Record

**Date of Posting:** 01 April 2022  
**Deadline of Submission:** 08 April 2022

|   |  |
|---|--|
| Noted by:<br><br><br><b>ARNOLD G. ALINDADA, DR., HCM, MPH, RMT</b><br>Deputy Director General for Field Regulatory Operations Office | Approved by:<br><br><br><b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b><br>Deputy Director General, Internal Management |
|---|--|