

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Administrative Aide VI
PAY RATE: SG-6 (Php 16,200/month)
OFFICE: Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Completion of two(2) years studies in college
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Sub-Professional) First Level Eligibility

End user’s preference:
Education: Preferably Any four (4) years course/Bachelor degree
Eligibility: Preferably CS Sub-Professional
Job Description:

- 1. Receives and releases incoming and outgoing official documents;
- 2. Manage logistics, office supplies and other administrative work;
- 3. Maintains database and updates records on market authorization, post market surveillance documents and other official communication;
- 4. Perform liaison work; and
- 5. Perform other related functions as may be assigned.

- Other Requirements:
- Can report to work ASAP.
 - Possesses analytical skills, prioritizes, initiates and meets deadlines.
 - With good interpersonal and communication skills.
 - With good moral character.
 - With good computer skills.
 - Resourceful, high adaptable, can work independently
 - Willing to work on extended hours

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

Noted by: JESUSA JOYCE N. CIRUNAY, RPh Director IV, Center for Drug Regulation and Research	Approved by: ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management
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Date of Posting: 05 May 2022
Deadline of Submission: 12 May 2022