

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 AIDE III (UTILITY WORKER/CLEANER)

PAY RATE: SG 3 (Php13, 572.00/month)

OFFICE : FROO, VISAYAS CLUSTER (REGION VII)

QUALIFICATION STANDARD	
Education	Must be able to read and write
Experience	None required
Training	None Required
Eligibility	None Required

End User’s Preferences:

- Education: Must be able to read and write/ High School Graduate Experience
- Experience: Preferably with experience in Housekeeping and disposal
- Others: With good moral character and willing to work on extended hours

Job Description:

1. Clean stocks and supplies designated facility areas (will perform dusting, sweeping, vacuuming, mopping, tidying cleaning vents, restroom maintenance etc.);
2. Keep the office in clean and orderly condition Perform other related functions as may be assigned;
3. Notify the office supervisor on deficiencies or needs for repairs; and
4. 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: 05 May 2022
Deadline of submission: 12 May 2022

ARNOLD G. ALINDADA, Dr. HCM, MPH, RMT OIC, Deputy Director General-FROO	ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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