

Food and Drug Administration
Department of Health
Filinvest Civic Drive, AlabangMuntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) ADMINISTRATIVE ASSISTANT II

PAY RATE: SG 8 (Php18, 251.00/month)

OFFICE : Policy Planning Services (under FDA Academy)

QUALIFICATION STANDARD	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First level Eligibility

End user’s preferences:

- Education:** Completion of two-year studies in college
- Experience:** Preferably with experience in the conduct of training and facilitation, event organization and use of social media platform
- Training:** Preferably with training on advance computer skills and other equipment used in the delivery of trainings
- Eligibility:** Preferably with CS Sub-Professional Eligibility or Second Level Eligibility


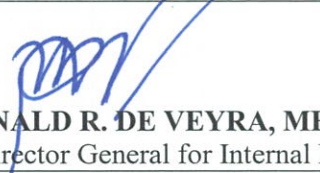
Job Description:

1. Enrolls, assesses and confirms training applicant through FDA Academy electronic system;
2. Handles administrative arrangements (Including preparation of purchase/requisition request, requirements as applicable) in the preparation & inventory of training materials for the FDA Academy;
- 3.Pre pares and handles logistics matters on venue (Including preparation of purchase/requisition request, requirements as applicable), coordination of training programs and speakers for the FDA Academy;
4. Prepares and handles production seminar certificates and ID’s for the FDA Academy;
5. Ensure the Ease of Doing Business Program (EoDB) is in line with the overall objectives to deliver projects with transformational outcomes;
6. Responsible in the documentation of public consultation of policies, open forum during seminars as scheduled by the supervisor;
7. Receives and handles customer service matters receives through phone, text, or e-mail; and
8. Performs 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: 15 June 2022
Deadline of submission: 22 June 2022

 IRENE V. FLORENTINO-FARINAS, RPh, MD, MNSA Director II/OIC, Policy and Planning Services	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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