

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 Assistant I
PAY RATE: SG 7 (Php. 17,179/month)
OFFICE: Information and Communication Technology Management Division (ICTMD)

QUALIFICATION STANDARD	
Education	Completion of Two (2) year studies in College or High School Graduate with relevant vocational / trade course
Experience	None Required
Training	None Required
Eligibility	CS (Sub-professional) First level Eligibility

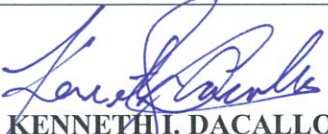
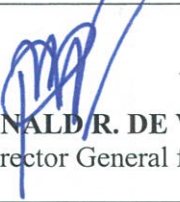
Job Description:

1. Responsible to provide administrative support to ICTMD;
2. Responsible for inventory and supplies management;
3. Organize and maintain official records such as DTR's, LDNAs, IPCRs, etc.;
4. Assist in preparation of ICTMD Budget (WFP, PPMP, APP);
5. Answer Communications thru email, letters and memos;
6. Assist in learning and Development activities of the division; and
7. 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: 01 July 2022
Deadline of submission: 08 July 2022

 KENNETH I. DACALLOS OIC-Information & Communication Technology Management Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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