

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 (Php. 17,179/month)
OFFICE: Office of the Director General (ODG)

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. Provide assistance in the verification of the completeness of supporting documents attached in the disbursement vouchers submitted by FDA Central and Regional Offices;
2. Provide assistance in the monitoring and recording of purchase orders/contracts;
3. Maintain a calendar of procurement activities upon receipt of invitation from the Bids and Awards Committee;
4. Receive and release official documents and reports;
5. Maintain files and records of all official communication/documents received by the office;
6. Ensure that disbursement vouchers and official receipts are orderly and properly stored and completely recorded in the logbook;
7. Provide assistance in the conduct of inspection of deliveries;
8. Provide assistance in the conduct of inventory of property, plant and equipment and inventories
9. Act as liaison; and
10. Perform other related functions as maybe 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, if any.

Date posted: 13 July 2022
Deadline of submission: 20 July 2022

 VANESSA O. OLIVAR-MALELANG Planning Officer III	 DR. OSCAR G. GUTIERREZ, JR. Officer-in-Charge Director General
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