

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 (Php17, 179.00/month)**

**OFFICE : FROO, VISAYAS CLUSTER (REGION VII)**

QUALIFICATION STANDARD	
Education	*Must be able to read and write/ Elementary School Graduate **High School Graduate or completion of relevant vocational/ trade course ***Completion of two-year studies in college or High School Graduate with relevant vacation/trade course
Experience	None required
Training	None Required
Eligibility	Relevant MC 11 s. 1966 Career Service (Sub-Professional)/ First level Eligibility

**End User's Preferences:**

**Education:** Bachelor's Degree or completion of at least 2 years of college studies

**Experience:** Preferably with experience in Housekeeping and disposal

**Others:** With good moral character and willing to work on extended hours and computer literate

**Job Description:**

1. Maintain file/record;
2. Create database and update on borrowed records/file;
3. Releases the record/file for the full custody of the record/file room from the time it was released until its return to the Record Custodian;
4. Places the record/file back to the filler/folder; and
5. 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 August 2022

**Deadline of submission:** 12 August 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