

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION : (2) ADMINISTRATIVE ASSISTANT I

PAY RATE : SG 7 (Php17,899.00/month)

OFFICE : Office of the Director General

QUALIFICATION STANDARD	
Education	Must be able to read and write
Experience	None required
Training	None required
Eligibility	Relevant MC 11 s.1996/Career Service (Sub-professional)/First Level Eligibility

End User's Preferences:

Education : High School Graduate
Experience : None required but preferably with security-related work experience
Training : None required
Eligibility : Relevant MC 11 s.1996/Career Service (Sub-professional)/First Level Eligibility

Job Description:


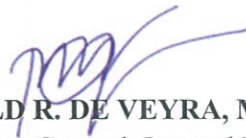
1. Assume overall responsibility for the safety and security of the Office the Director General (ODG);
2. Patrol ODG in accordance with outlined security procedures;
3. Identify potential security risks and respond accordingly;
4. Complete incident reports and required documentation for all security incidents;
5. Ensure all employees and visitors have proper credentials for accessing buildings inside FDA premises (ID badges and passes);
6. Respond promptly to emergencies and incidents within ODG and according to policy;
7. Assist employees and visitors with any concerns;
8. Escalate emergency situations to law enforcement as needed;
9. Perform other task as may be assigned by immediate supervisor.

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;

- 6. NBI Clearance;
- 7. Certificate of Employment/Service Records.

Date posted: 29 SEP 2022
Deadline of submission: 04 OCT 2022

 ATTY. KRISTINE DIANNE C. LIM Executive Assistant IV	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management
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