

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) ADMINISTRATIVE ASSISTANT I

PAY RATE: SG 7 (Php17, 179.00/month)

OFFICE : OFFICE OF THE DIRECTOR GENERAL

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)

End User's Preferences:

- Education: Completion of Two (2) year studies in college
- Experience: None required
- Training: None required

Job Description:

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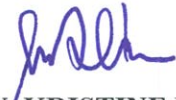

1. Compose and encodes/types correspondences complicated in nature, reports, vouchers and other related documents;
2. Routes official communications and other related documents to the concerned centers/Offices;
3. Maintains orderly record and file of all the official communications/ documents receives by the centers/offices; and
4. 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: 29 SEP 2022

Deadline of submission: 04 OCT 2022

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