

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, 179.00/month)

OFFICE : FROO-MINDANAO WEST CLUSTER

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:

1. Compose and encodes/types correspondences, reports, vouchers and other related documents;
2. Routes official communications and other related documents;
3. Examine and verify report of disbursement of FDA specially in Mindanao West Cluster;
4. Maintain and reconcile book balance with the subsidiary ledger balance of Mindanao West Cluster;
5. Scan voucher and documents
6. 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: 20 October 2022

Deadline of submission: 27 October 2022

DR. OSCAR G. GUTIERREZ JR
OIC, DDG-FROO

ATTY. RONALD R. DE VEYRA, MBA, CESO II
Deputy Director General for Internal Management