

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) ADMINISTRATIVE ASSISTANT I

PAY RATE: SG 7 (Php 17,179.00/month)

OFFICE : AFS – Accounting Division

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 (2) year studies in college
Experience	None required
Training	None required
Eligibility	CS (Sub-professional)

End user’s preferences:

**Education:** Preferably undergrad/graduate of Bachelor's degree in Business Administration or Information Technology

**Experience:** None required

**Training:** None required

**Eligibility:** Preferably with Civil Service Eligibility

Job Description:

1. Indexing of payments to creditors;
2. Scanning of Disbursement Vouchers and all its attachments and filing before submission to COA;
3. Receiving/releasing of documents;
4. Knowledgeable in Microsoft Applications such as Word, Excel and Powerpoint;
5. Answers phone call and queries; and
6. Performs other functions as maybe assigned by his/her 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 Revised 2017) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility, if any;
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: 19 January 2023

Deadline of submission: 26 January 2023

  
MA. VICTORIA F. CALZADO  
Chief Accountant, Accounting Division

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