

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT I

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

OFFICE : AFS – Human Resource Development Division (Leave and Credit Section)

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: Bachelor’s degree relevant to the job

Experience: None required

Training: None required

Eligibility: Preferably CS Sub-Professional

Job Description:


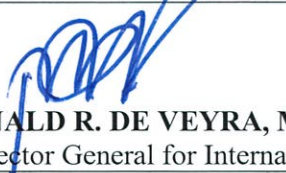
1. Receives and encodes applications for leave, official business, and compensatory time-off.
2. Receives monthly daily time record of plantilla.
3. Files leave applications, official business, compensatory time-off, o.t form and certificate of coc earned.
4. Assists in the computation of Monthly Report of Attendance.
5. Assists in the retirement process of FDA employees; 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

 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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