

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 (Php 17,179.00/month)

OFFICE : AFS – Human Resource Development Division (Recruitment 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:


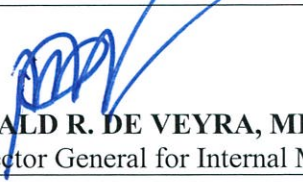
1. Encodes and updates employees’ information and double check the entries in the HRIS/201 files of the employees;
2. Assists in recruitment and selection process;
3. Updates PSIPOP;
4. Delivers documents within the Centers/Officers of FDA;
5. In-charge in the incoming and outgoing of documents;
6. Answers telephone calls and inquiries; and
7. 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

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