

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 II

PAY RATE: SG-8 (Php18, 251.00/month)

OFFICE : Information and Communication Technology Management Division

QUALIFICATION STANDARD	
Education	Completion of two-year studies in college or High School graduate with relevant vocational/trade course
Experience	1 Year relevant experience
Training	4 hours relevant training
Eligibility	Career Service (Sub-Professional) First level Eligibility

End user’s preferences:

Education: At least 2 years in college studies.

Experience: 1 Year relevant experience

Training: 4 hours relevant training

Eligibility: Preferably CS Sub-Professional

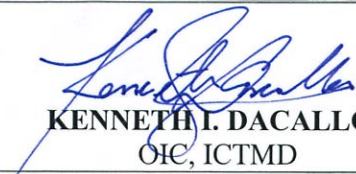
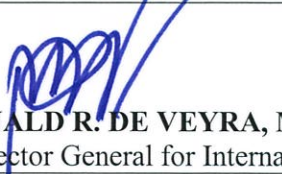
Job Description:

1. Responsible for providing administrative support to ICTMD.
2. Organize and maintain official records such as DTR’s, LDNAs, IPCRs, etc.
3. Assist in the preparation of the ICTMD Budget (WFP, PPMP and APP).
4. Answer communications thru email, letters and memorandums.
5. Drafts and prepares FDA Orders.
6. Assist in the learning and development activities of the division.
7. Prepares Purchase Requests and assist in the preparation of other procurement documents.
8. Handles task related to sourcing and purchasing materials and supplies such as canvassing and request for quotations
9. Responsible for inventory and supplies management, all ISO documentation of ICTMD.
10. Performs 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: 17 JAN 2023
Deadline of submission: 24 JAN 2023

 KENNETH I. DACALLOS OIC, ICTMD	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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