

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT II

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

OFFICE : Policy Planning Services (PFPID)

QUALIFICATION STANDARD	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First level Eligibility

End user’s preferences:

Education: Completion of two-year studies in college

Experience: Preferably with experience in administrative tasks in an office setting, records management, database development and management

Training: Preferably with training on computer operations, writing business letters and record management

Eligibility: Preferably with CS Sub-Professional Eligibility or Second Level Eligibility


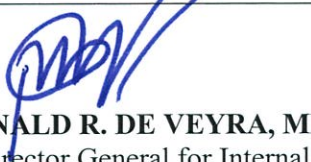
Job Description:

1. Develop and maintain database of the PFPID, such as policy development, legislation, and other technical work;
2. Organize and schedule meetings and appointments of the PFPID, and take minutes of meeting as instructed;
3. Prepare simple communication and distribute emails, letters and memos to the respective division/personnel;
4. Prepare simple communication and distribute emails, letters and memos to the respective division/personnel;
5. Provide administrative support services to other divisions/units of the Office whenever necessary;
6. Maintain a filing system and proper record management; and
7. 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: 26 JAN 2023
Deadline of submission: 02 FEB 2023

 IRENE V. FLORENTINO-FARINAS, RPh, MD, MNSA Director II/OIC, Policy and Planning Services	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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