

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (6) ADMINISTRATIVE AIDE III

PAY RATE: SG-3 (Php 13,572/month)

OFFICE: SOUTH LUZON CLUSTER (R-IVA, IV-B, NCR)

QUALIFICATION STANDARD	
Education	Must be able to read and write Elementary High School Graduate or Completion of relevant/ trade course or Completion of two-year studies in college
Experience	None required
Training	None required
Eligibility	Relevant MC 11 s. 1996 Relevant MC 11 s. Career Service (Sub-Professional)First Level Eligibility

End user's preferences:

Education: Preferably High School Graduate

Experience: None required

Training: None required

Eligibility: Preferably CS Sub-professional

Job Description:

1. Ensuring cleanliness, tidiness and safety of work environment;
2. Loading and unloading seize health products and other related documents for the delivery vehicles;
3. Accepting delivery of inventory seized health products and other related do;
4. Counting and confirming inventory seized health product and other related do;
5. marking and labeling stock; and
6. Performs other related functions as maybe 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, if any.

Date posted: 20 JAN 2023

Deadline of submission: 27 JAN 2023

ARNOLD G. ALINDADA, DR, HCM, MPH Director II, South Luzon Cluster	ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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