

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE AIDE VI  
PAY RATE: SG-6 (Php 16,200/month)  
OFFICE: SOUTH LUZON CLUSTER (Regional Field Office IV-B)

QUALIFICATION STANDARD	
Education	Completion of two-year studies in college (72 units) or High School graduate with relevant Vocational/ Trade Course
Experience	One (1) year relevant experience
Training	Four (4) hours of relevant Training
Eligibility	Career Service (Sub-Professional) First Level Eligibility

End user’s preferences:

Education: Completion of two-year studies in college (72 units) or High School graduate with relevant Vocational/ Trade Course  
Experience: None required  
Training: None required  
Eligibility: Preferably CS Sub-professional

Job Description:

- 1.Types/ Encodes confidential and routine correspondence reports and other related documents;
- 2 Records, files and maintain official documents;
- 3. Handles incoming and outgoing email, telephone calls/inquires; and
- 4. Perform 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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