

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE AIDE IV  
PAY RATE: SG-4 (Php 14,400/month)  
OFFICE: SOUTH LUZON CLUSTER (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:** Must be able to read and write, Elementary School Graduate of relevant / trade course or Completion of two-year studies in college  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Preferably CS Sub-professional

Job Description:

1. Assist in encoding confidential and routine correspondence reports and other related documents;
2. Assist in records, filing and maintaining administrative and finance documents;
3. Route documents to designated office;
4. Route documents to designated office; and
5. 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

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