

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (2) ADMINISTRATIVE ASSISTANT I**

**PAY RATE: SG 7 (Php17, 179.00/month)**

**OFFICE : AFS-General Service Division**

QUALIFICATION STANDARD	
Education	Completion of Two (2) year studies in College or High School Graduate with relevant vocational / trade course
Experience	None required
Training	None required
Eligibility	CS (Sub-professional)

**End User’s Preferences:**

- Education: Completion of Two (2) year studies in college
- Experience: None required
- Training: None required

**Job Description:**

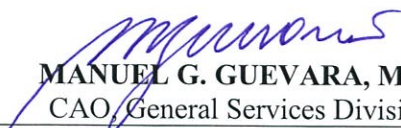
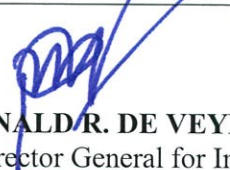
1. Composes and encodes/types confidential and routine correspondences, reports and other documents
2. Receives and releases official documents.
3. Perform Liaison works from FDAC to central office.
4. Maintain record and file of all official communications/documents received by the centers/offices; and
5. Performs other related functions as maybe assigned by the supervisor

**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:** 15 FEB 2023

**Deadline of submission:** 22 FEB 2023

 <b>MANUEL G. GUEVARA, MPA</b> CAO, General Services Division	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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