

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL
ADMINISTRATIVE AND FINANCE SERVCIE (AFS)

POSITION: (1) ADMINISTRATIVE ASSISTANT I
PAY RATE: SG 7 (Php17, 179.00/month)
OFFICE : Administrative and Finance Service- Human Resource Development Division


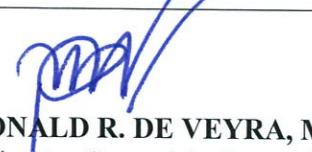
QUALIFICATION STANDARD	
Education	Completion of Two (2) year studies in College or High School Graduate with relevant vocational / trade course
Experience	None Required
Training	None Required
Eligibility	CS (Sub-professional)

- End user’s preferences:**
- Education: Completion of Two (2) year studies in College or High School Graduate
 - Experience: None required
 - Training: None required
 - Eligibility: Preferably CS Sub-Professional

- Job Description:**
1. Handle appointments and schedule of the Division Chief of HRDD;
 2. Maintain files of important and confidential papers and documents;
 3. Prepare/draft office communication and correspondence;
 4. In-charge in the incoming and outgoing of documents;
 5. Answer and/or place telephone calls and inquiries;
 6. Performs other functions as maybe assigned by his/her 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 Revised 2017) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
 3. Certified True Copy of Eligibility, if any;
 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: 22 FEB 2023
Deadline of submission: 27 FEB 2023

 JULIE L. ALVARA, RN, MBA Chief Administrative Officer Human Resource Development Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
---	--