

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**  
**POSITION: (2) ADMINISTRATIVE ASSISTANT II**  
**PAY RATE: SG 8 (Php 18, 251.00/month)**  
**OFFICE : Policy Planning Service - Policy Dissemination and Training Division**  
**(Media Relations Unit)**

QUALIFICATION STANDARD	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First level Eligibility


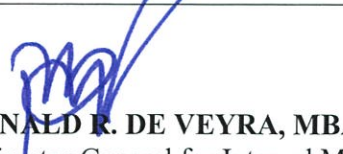
**End user’s preferences:**  
**Education:** Completion of two-year studies in college  
**Experience:** Preferably with experience in the conduct of media events and advocacy activities.  
**Training:** Preferably with training on advantage computer skills and other equipment used in the delivery of trainings  
**Eligibility:** None

- Job Description:**
1. Assists in the organization of media events and advocacy activities.
  2. Receives and routes documents to concerned Centers and Offices.
  3. Maintains and regularly updates database of all documents received and released by the Media Relation Unit.
  4. Maintains and updates directory of media outlets.
  5. Performs other function as may be 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.

**Date posted:** 17 FEB 2023  
**Deadline of submission:** 24 FEB 2023

 <b>IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA</b> Director II/OIC, Policy and Planning Services	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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