

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL
POSITION: (2) ADMINISTRATIVE ASSISTANT VI
PAY RATE: SG 12 (Php 26, 052.00/month)
OFFICE : Policy Planning Service - Policy Dissemination and Training Division
(Media Relations Unit)

QUALIFICATION STANDARD	
Education	Must be able to read and write / Elementary School Graduate, High School Graduate or Completion of relevant vocational/ trade course; Completion of two-year studies in college or High School Graduate with relevant vocational/trade course.
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Relevant MC 11 s. 1996, CS (Sub-professional)/ First Level Eligibility


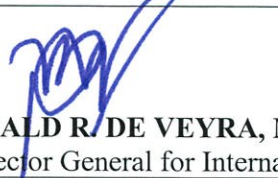
End user’s preferences:
Education: Completion of two-year studies in college
Experience: Preferably with experience in the conduct of media events and advocacy activities.
Training: Preferably with training on advantage computer skills and other equipment used in the delivery of trainings
Eligibility: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

- Job Description:**
1. Performs administrative tasks in the organization of media events and advocacy activities.
 2. Drafts and disseminates invitation letters among media regarding the agency-initiated conference and meeting.
 3. Secures all equipment and materials required in the conduct of a Press Conference.
 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

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