

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE AIDE VI (OFFICE CLERK)

PAY RATE: SG 6 (Php 16,200.00/month)

OFFICE : FROO – VISAYAS CLUSTER

QUALIFICATION STANDARD	
Education	Completion of two years college studies
Experience	None Required
Training	None Required
Eligibility	Career Service (Sub-Professional) 1 <sup>st</sup> level eligibility

End user’s preferences:

**Education:** Completion of two (2) years in college  
**Experience:** Preferably with knowledge about clerical tasks; computer literate  
**Others:** With good moral character and willing to work on extended hours



Job Description:

1. Receives, records and release incoming and outgoing communications and other pertinent documents of the Visayas Cluster;
2. Prepare FDA Personnel Order and other communication letter;
3. Files and maintains official communications and other official documents of Visayas Cluster Director; and
4. Performs other related tasks as required.

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: 2 FEB 2023  
Deadline of submission: 09 FEB 2023

 DR. OSCAR G. GUTIERREZ, MPA Deputy Director General for FROO	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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