

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT II
PAY RATE: SG-8 (Php18, 251.00/month)
OFFICE : Information and Communication Technology Management Division

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

End user’s preferences:


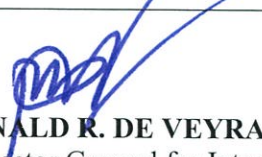
Education: At least 2 years in college studies.
Experience: 1 Year relevant experience
Training: 4 hours relevant training
Eligibility: Preferably CS Sub-Professional

- Job Description:**
- 1. Responsible for providing administrative support to ICTMD.
 - 2. Organize and maintain official records such as DTR’s, LDNAs, IPCRs, etc.
 - 3. Assist in the preparation of the ICTMD Budget (WFP, PPMP and APP).
 - 4. Answer communications thru email, letters and memorandums.
 - 5. Drafts and prepares FDA Orders.
 - 6. Assist in the learning and development activities of the division.
 - 7. Prepares Purchase Requests and assist in the preparation of other procurement documents.
 - 8. Handles task related to sourcing and purchasing materials and supplies such as canvassing and request for quotations
 - 9. Responsible for inventory and supplies management, all ISO documentation of ICTMD.
 - 10. Performs other related functions 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: 3 MAR 2023
Deadline of submission: 8 MAR 2023

 KENNETH I. DACALLOS OIC, ICTMD	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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