

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) ADMINISTRATIVE ASSISTANT III

PAY RATE: SG-9 (Php19, 593.00/month)

OFFICE : OFFICE OF THE DIRECTOR GENERAL
(BIDS AND AWARDS COMMITTEE)

QUALIFICATION STANDARD	
Education	Completion of Two (2) 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	CS (Sub-professional)

End User's Preferences:

- Education: Completion of Two (2) year studies in college
- Experience: 1 year of relevant experience
- Training: 4 hours of relevant training


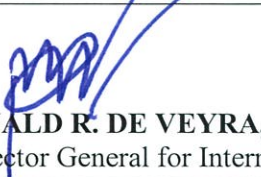
Job Description:

1. Route documents for signature of BAC.
2. Coordinate preparation of bid documents, minutes of the meetings, RFQs and other alternative method of procurement.
3. Assist in the creation/updating of procurement databases.
4. Assist in coordinating task with the BAC Secretariat for alternative method of procurement upon receipt of PR from the coordinating units.
5. Assist in the preparation of technical specifications; market studies.
6. Provides administrative support to procurement activities; and
7. Performs other related functions as maybe assigned by the 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) (**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: 27 MAR 2023
Deadline of submission: 03 APR 2023

 ATTY. KRISTINE DIANNE LIM Executive Assistant IV	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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