

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION : (1) Administrative Officer I  
PAY RATE: SG 10 (Php 21,205/month)  
OFFICE : OFFICE OF THE DIRECTOR GENERAL  
(BIDS AND AWARDS COMMITTEE)

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job
Experience	None required
Training	None required
Eligibility	CS (Professional)

End User’s Preferences:

- Education: Bachelor’s Degree relevant to the job. Preferably BS Computer Science, BS Information Technology, B.S Computer Engineering, BS Business Administration, BS Business Management.
- Experience: 1 year of relevant experience
- Training: None required


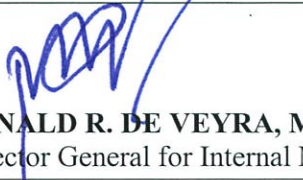
Job Description:

1. Assist in the preparation of BAC related documents (e.g Request for Quotation, (RFQ), Invitation to BID (ITB), PMR and APCPI.
2. Assist in the preparation of PPMP/APP; market studies, technical specifications.
3. Provide administrative support to procurement activities.
4. Assist in coordinating task with the BAC Secretariat for public bidding upon receipt of PR from the coordinating units; and.
5. 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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