

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE OFFICER IV

PAY RATE: SG-15 (Php33, 575.00/month)

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

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	1 Year of relevant experience
Training	4 hours of relevant training
Eligibility	CS (Professional) and/or RA 1080

End User's Preferences:

- Education: Bachelor's Degree relevant to the job. Preferably BS Civil Engineering, BS Mechanical Engineering, BS Electrical Engineering, BS industrial Engineering and any allied health science profession.
- Experience: 1 year of relevant experience
- Training: 4 hours of relevant training


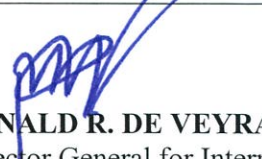
Job Description:

1. Preparation of Terms and Reference (TOR) or Technical Specifications for any Procurement Activity.
2. Provide technical Assistant to various units.
3. Assist in the preparation of PPMP/APP;
4. Coordinate task with BAC and Secretariat upon receipt of PR and other request from the end user units.
5. Provides administrative support to procurement activities; and
6. 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

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