

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Administrative Assistant I
PAY RATE: SG-7 (Php 17, 899/month)
OFFICE: Center for Drug Regulation and Research (Licensing and Registration Division)

QUALIFICATION STANDARD	
Education	Completion of two (2) years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Sub-Professional) First Level Eligibility

End user’s preference:
Education: Preferably Any four (4) years course/Bachelor degree
Eligibility: Preferably CS Sub-Professional

- Job Description:
1. Receives and releases incoming and outgoing official documents of the licensing and registration division;
 2. Manages the updating of database of the Licensing and Registration Division;
 3. Compose routine correspondence and other documents;
 4. Track and encode all received and released official documents;
 5. Maintain record (Soft and hard copy) and file of all the application documents received by the Centers/Offices; and
 6. Performs other related functions as maybe 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 @ fda website- Careers area);
 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 Record

Noted by: JESUSA JOYCE N. CIRUNAY, RPh Director IV, Center for Drug Regulation and Research	Approved by: ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management
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Date of Posting: 1 MAY 2023
Deadline of Submission: 18 MAY 2023