

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 I  
**PAY RATE:** SG-7 (Php 17, 899/month)  
**OFFICE:** Center for Drug Regulation and Research (Product Research and Standards Development 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. Encodes and produces office documents, printed output reports and presentation materials;
  - 2. Receives and releases incoming and outgoing officials documents;
  - 3. Manages logistics, office supplies and other administrative works;
  - 4. Maintains database and updates records of PRSDD; and
  - 5. 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:  <b>JESUSA JOYCE N. CIRUNAY, RPh</b> Director IV, Center for Drug Regulation and Research	Approved by:  <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General, Internal Management
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**Date of Posting:** 11 MAY 2023  
**Deadline of Submission:** 18 MAY 2023