

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 17,899.00/month)

OFFICE : AFS – Human Resource Development Division (Payroll Section)

QUALIFICATION STANDARD	
Education	Must be able to read and write/ Elementary School Graduate/ High School Graduate or completion of relevant vocational/ trade course, Completion of Two (2) year studies in college
Experience	None required
Training	None required
Eligibility	CS (Sub-professional)

End user’s preferences:

Education: Bachelor’s degree relevant to the job

Experience: None required

Training: None required

Eligibility: Preferably CS Sub-Professional

Job Description:

1. Receives and releases of Payroll documents;
2. Monitors and updates of payroll documents database;
3. Prints of all payroll documents;
4. Process of all Loan application;
5. Prepares of payslip;
6. Assist in the preparation of Contract of Service (COS)and Plantilla payroll; and
7. Performs other functions as maybe assigned by his/her 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 Revised 2017) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility, if any;
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: 09 JUN 2023

Deadline of submission: 16 JUN 2023

ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management	DR. SAMUEL A. ZACATE FDA, Director General
---	---