

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT V

PAY RATE: SG 11 (Php25, 439.00/month)

OFFICE : FROO-MINDANAO WEST CLUSTER (RFO-IX)

QUALIFICATION STANDARD	
Education	***Completion of Two (2) year studies in College or High School Graduate with relevant vocational / trade course
Experience	None required
Training	None required
Eligibility	CS (Sub-professional)

End User's Preferences:

- Education: Completion of Two (2) year studies in College
- Experience: None required
- Training: None required

Job Description:


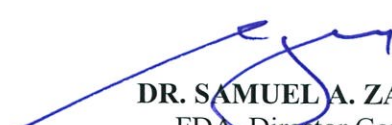
1. Assist in the Preparation of Purchase Request (PR) and Agency Procurement Request (APR)
2. Assist in the preparation of Request for Quotation (RFQ) and perform canvassing;
3. Assist in verification of invoice/delivery receipt against Purchase Order (PO) with inspector; and
4. Perform other related functions as may be 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: 09 JUN 2023

Deadline of submission: 16 JUN 2023

 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 DR. SAMUEL A. ZACATE FDA, Director General
--------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------