

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE AIDE VI
PAY RATE: SG-6 (Php 16,877/month)
OFFICE: FROO, VISAYAS CLUSTER (REGION VII)

QUALIFICATION STANDARD	
Education	Completion of two years college studies
Experience	None Required
Training	None Required
Eligibility	Career Service (Sub-Professional) 1 st level eligibility

End user’s preferences:

Education: Completion of two-year studies in college (72 units) or High School graduate with relevant Vocational/ Trade Course
Experience: None Required
Training: None Required
Eligibility: Preferably CS Sub-professional

Job Description:

1. Received, records and released incoming and outgoing communications and other documents;
2. File and maintain official communication and other official documents;
3. Update and encode of FDA Regional Database;
4. Provide frontline services to FDA clients; and
5. Perform 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 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, if any.

Date posted: 09 JUN 2023
Deadline of submission: 16 JUN 2023

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