

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (6) Administrative Assistant I
PAY RATE: SG-7 (Php17, 899/month)
OFFICE: Center for Drug Regulation and Research

| 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 | Career Service (Sub-Professional) First Level Eligibility |

End user's preference:
Education: High School Graduate
Experience: Preferably with 1 year experience in records management and disposal
Training: Preferably with record management and disposal or basic computer training
Eligibility: None


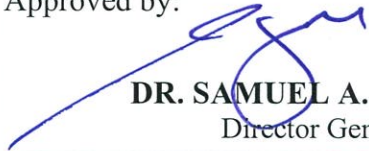

Other Qualification: Can report ASAP, with Good moral character, Detailed oriented, Ability to work beyond office hours, Resourceful

Job Description:

1. Carries out records management activities such as 5s (Sort, Set in Order, Shine, Standardize and Sustain);
2. Retrieves requested records/ product dossier and/ or samples;
3. Assists records officer in records disposal activities;
4. Maintains cleanliness and orderliness in the record room;
5. Provide support to the records officer in safekeeping and securing records in the records room
6. Assist in scanning and barcoding of print-out authorizations/ letter before endorsing to FDA releasing section; and
7. 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

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| Noted by:  JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division | Approved by:  DR. SAMUEL A. ZACATE Director General  |
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Date of Posting: 1 8 AUG 2023 
Deadline of Submission: 2 5 AUG 2023 