

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) Administrative Assistant III
PAY RATE: SG-9 Php20, 340/month)
OFFICE: Center for Drug Regulation and Research

QUA LIFICATION 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	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Sub-Professional) First Level Eligibility

End user’s preference:

Education: Completion of two years of college studies or Highschool graduate
Experience: Preferably 1-year of relevant experience on data management or records management and disposal
Training: Preferably with 4 hours of relevant basic training or records management
Eligibility: None


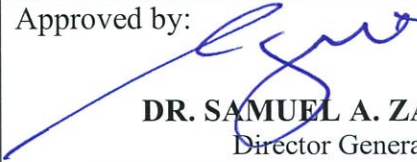
Other Qualification: Can report ASAP, with Good moral character, Detailed oriented, Ability to work beyond office hours, Resourceful

Job Description:

1. Manages logistics, office supplies and other administrative work;
2. Receives and releases official documents;
3. Scan and barcodes print-out authorization/letter before endorsing to FDA releasing section;
4. Send in advance the scanned copies of authorization/letter to clients;
5. Maintains database and update records on market authorization, post market surveillance documents and other official communication; and
6. 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:  JULIE L. ADVARA, 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

