

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 V

PAY RATE: SG-11 Php25, 439/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	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Sub-Professional) First Level Eligibility

End user’s preference:

Education: Bachelor’s degree relevant to the job. Preferably Bachelor of Science in Business Administration, BS in Accounting, BS in Teacher Education and BS in Mass Communication

Experience: Preferably with 3-years of relevant experience on data management

Training: Preferably 8 hours of relevant training

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

Eligibility: None

Job Description:

1. Receives and reviews administrative documents for proper dissemination to the CDRR office of the Director, Licensing and Registration Division, or Product Research and Standards Development Division;
2. Facilitates receiving and routing of documents as a liaison officer;
3. Composes and encodes confidential and routing correspondences, reports and other documents;
4. Scan and maintains scanned copies of letters correspondences receive by the center before endorsing to the appropriate division /section/unit to serve as backup/reference;
5. Handles incoming telephone calls; 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. ALVARA, RN, MBA CAO, Human Resource Development Division	Approved by: DR. SAMUEL A. ZACATE Director General
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Date of Posting: 18 AUG 2023
Deadline of Submission: 25 AUG 2023