

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


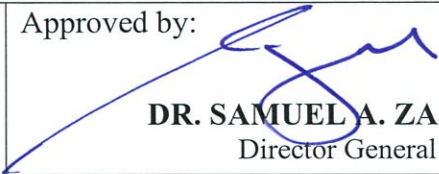
**End user’s preference:**  
**Education:** Bachelor’s degree relevant to the job. Preferably Bachelor of Science in Accounting, BS in Business Administration, BS in Mass Communication, BS in Teacher Education  
**Experience:** Preferably with 2-years of relevant experience on data management  
**Training:** Preferably 8 hours of relevant training  
**Eligibility:** Preferably CS Professional/RA 1080  
**Other Qualification:** Can report ASAP, with Good moral character, Detailed oriented, Ability to work beyond office hours, Resourceful

- Job Description:**
1. Assist in collating statutory requirements of all CDRR Personnel to be submitted to the FDA Human Resource Development Division;
  2. Sorts application documents, notification letters, and other correspondence for dissemination;
  3. Composes and encodes confidential and routing correspondences, reports and other documents;
  4. Assist in scanning and maintaining scanned copies of letters/ correspondences received by the center before endorsing to the appropriate division/section/unit to serve as a backup/reference; and
  5. 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:   <b>JULIE L. ALVARA, RN, MBA</b> CAO, Human Resource Development Division	Approved by:  <b>DR. SAMUEL A. ZACATE</b> Director General
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**Date of Posting:** 1 8 AUG 2023  
**Deadline of Submission:** 2 5 AUG 2023