

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Administrative Assistant VI
PAY RATE: SG-12 Php27, 608/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 and BS in Business Administration

Experience: Preferably 3-years of relevant experience on finance and procurement

Training: Preferably 8 hours of relevant training on R.A no. 9184

Eligibility: None required



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

Job Description:

1. Prepares data for weekly, monthly, semi-annual and annual accomplishment reports of CDRR;
2. Validates information and provides accurate data to the management;
3. Facilitates receiving and decking/ sharing of applications to evaluators;
4. Maintains and updates relevant database;
5. Provides requested data for freedom of information, by Health Technology Assessment (HTA);
6. Maintains orderly record and file of all official communications/documents pertaining to administrative matters; 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

Noted by:  JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	Approved by:  DR. SAMUELA A. ZACATE Director General
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Date of Posting: 18 AUG 2023
Deadline of Submission: 25 AUG 2023