

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:


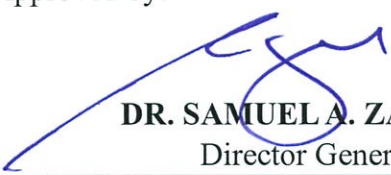
**Education:** Bachelor’s degree relevant to the job. Preferably Bachelor of Science in Accounting and BS in Business Administration  
**Experience:** Preferably 3-years of relevant experience on data management  
**Training:** Preferably 8 hours of relevant training  
**Eligibility:** Preferably CS Professional/RA 1080  
**Other Qualification:** Can report ASAP, with Good moral character, Detailed oriented, Ability to work beyond office hours, Resourceful

Job Description:

1. Prepares Work and Financial Plan, Project Procurement Management Plan (PPMP) and annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) ;
2. Assist in the preparation of Purchase Request (PR), Request for Quotation (RFQ) and perform canvassing;
3. Monitors fund utilization;
4. Prepares administrative documents and other related correspondence;
5. Facilitates and coordinates supplies and equipment needed by CDRR;
6. Monitors inventory of equipment assigned to CDRR personnel;

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: 18 AUG 2023  
Deadline of Submission: 25 AUG 2023