

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 I  
PAY RATE: SG 7 (Php 17,899/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	None Required
Training	None Required
Eligibility	CS (Sub-professional) First level Eligibility

End User’s Preference

Education: Completion of any four (4) year course/ Bachelor degree  
Experience: None required  
Training: None required  
Eligibility: CS (Sub-professional) First level Eligibility

Other Qualifications:


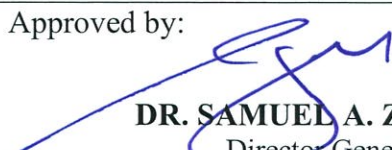
- Can report ASAP.
- Processes analytical skills, prioritizes, initiates and meets deadlines.
- With good interpersonal and communication skills.
- With good moral character.
- With good computer skills.
- Resourceful, high adaptability and flexibility, can work independently.
- Willing to work on extended hours

Job Description:

1. Prepares administrative documents and relate correspondents;
2. Assist the technical personnel in the receiving and routing of documents;
3. Assist in the secretariat for the FDA Pool of External Experts;
4. Answer and/ or places email, telephone calls, and inquiries;
5. Maintains orderly record and file of all official communications/ documents received by the CRS; and
6. Perform other related functions as may be 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:** 29 AUG 2023  
**Deadline of Submission:** 05 SEP 2023