

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) ADMINISTRATIVE ASSISTANT III
PAY RATE: SG 9 (Php20, 340.00/month)
OFFICE : OFFICE OF THE DIRECTOR GENERAL

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	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	CS (Sub-professional)

End User’s Preferences:

- Education: Completion of Two (2) year studies in college
- Experience: 1 year of relevant experience
- Training: 4 hours of relevant training



Job Description:

1. Compose and encodes/types correspondences complicated in nature, reports, vouchers and other related documents;
2. Routes official communications and other related documents to the concerned centers/Offices;
3. Maintains orderly record and file of all the official communications/ documents receives by the centers/offices; and
4. 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 at**<http://www.fda.gov.ph/careers>) back-to-back, two copies;
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 Records.

Date posted: 16 AUG 2023
Deadline of submission: 23 AUG 2023

 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 ATTY. KRISTINE DIANNE LIM Executive Assistant IV
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