

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 III
PAY RATE: SG-9 (Php 20,340/month)
OFFICE: South Luzon Cluster (National Capital Region)

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 of experience
Training	4 hours of relevant of training
Eligibility	CS (Sub-professional) First level Eligibility

End User’s Preference
Education: Completion of two-year studies in college
Experience: 1 Year of relevant of experience
Training: 4 hours of relevant of training
Eligibility: CS (Sub-professional) First level Eligibility


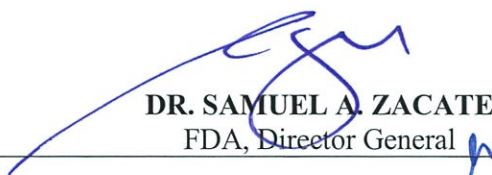
Job Description:

1. Provides assistance in the collation and preparation of procurement related documents;
2. Initial drafting of simple to moderate office communication, memorandums and internal memos etc;
3. Validates the completeness of supporting documents for submission to the BAC;
4. Counterchecks if the replenishment threshold of 75% is reach;
5. Act as secretariat during office meetings and training workshops;
6. Prepares minutes of the meeting and other relevant reports; and
7. 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: 21 AUG 2023

 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 DR. SAMUEL A. ZACATE FDA, Director General
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