

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 II  
PAY RATE: SG 8 (Php 18,998/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:


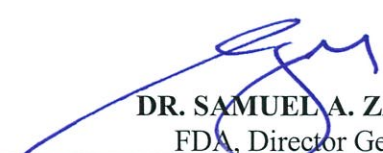
1. Responsible for providing administrative support to SLC-Admin and Finance;
2. Organize and maintain official records such as DTRs, Locator Slips, SPMS, IDP and others;
3. Assists in the Learning and Development Activities of the unit;
4. Draft communications and memorandums;
5. Provides assistance in the collation and preparation of procurement related documents;
6. Assist in the preparation of documents such as sourcing and purchasing materials and supplies including canvass and request for quotations; 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

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