

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE AIDE VI
PAY RATE: SG-6 (Php 16,877/month)
OFFICE: SOUTH LUZON CLUSTER (Regional Field Office IV-A)

QUALIFICATION STANDARD	
Education	Completion of two years college studies
Experience	None Required
Training	None Required
Eligibility	Career Service (Sub-Professional) 1 st level eligibility

End user’s preferences:
Education: Completion of two-year studies in college (72 units) or High School graduate with relevant Vocational/ Trade Course
Experience: None required
Training: None required
Eligibility: Preferably CS Sub-professional

Job Description:
1.Types/ Encodes confidential and routine correspondence reports and other related documents;
2 Records, files and maintain official documents;
3. Handles incoming and outgoing email, telephone calls/inquires; and
4. Perform other related functions as maybe 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, if any.

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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