

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 I  
PAY RATE: SG 7 (Php 17,899/month)  
OFFICE: South Luzon Cluster (Regulatory Enforcement Unit)

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 two-year studies in college  
Experience: None required  
Training: None required  
Eligibility: CS (Sub-professional) First level Eligibility


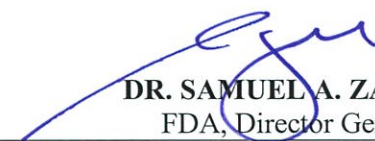
Job Description:

1. Performs administrative functions including filing, scanning, routing of documents;
2. Handles the drafting of administrative communications and minutes of the meeting;
3. Attends/records outgoing and incoming documents of the Center;
4. Preparation of request for product verification;
5. Assist in the learning and development activities; 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 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. ADVARA, RN, MBA CAO, Human Resource Development Division	 DR. SAMUEL A. ZACATE FDA, Director General
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