

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE AIDE III  
PAY RATE: SG-3 (Php 14,125.00/month)  
OFFICE : Center for Cosmetics Household Urban Hazardous Substances Regulation & Research (CCHUHSRR)

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	Relevant MC 11 s. 1996 Relevant MC 11 s. Career Service (Sub-Professional) First Level Eligibility

End user’s preferences:  
**Education:** Elementary/ High School Graduate or Completion of relevant / trade course or Completion of two-year studies in college  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Preferably CS Sub-professional

Job Description:  
1. Ensuring cleanliness, tidiness and safety of work environment;  
2. Assist in inventory of CCHUHSRR Office supplies;  
3. Assist in inventory of health product samples referred by other Centers/Offices;  
4. Records, files, and maintains reports and other related documents; and  
5. Performs 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 Notarized 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: 22 SEP 2023  
Deadline of submission: 29 SEP 2023

Noted by:  JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	Approved by:  DR. SAMUEL A. ZACATE Director General
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