

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 III
PAY RATE: SG 7 (Php20, 340.00/month)
OFFICE : DAVAO TESTING AND QUALITY ASSURANCE LABORATORY

QUALIFICATION STANDARD	
Education	Completion of two (2) year studies in college
Experience	None required
Training	None required
Eligibility	CS (Sub-professional)

End user’s preferences:
Education: Completion of Two (2) year studies in College or High School Graduate
Experience: None required
Training: None required
Eligibility: Preferably CS Sub-Professional
Attitude and Values: With good moral character, detail-oriented, ability to work with minimal supervision


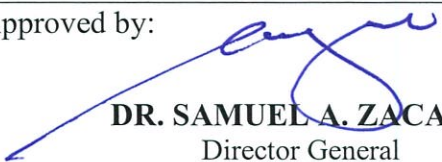
Job Description:

1. Provide assistance in the receiving and routing of samples, and releasing of Test Report;
2. Provide assistance in the maintenance of the Laboratory’s Sample Database;
3. Provide clerical services such as management of records/ reports/ communication;
4. Provide personnel service such as voucher and travel order preparation;
5. Prepare requisition of office supplies and materials of the division;
6. In-charge in the incoming and outgoing of document;
7. Handle incoming/ outgoing telephone calls and inquiries; and
8. Performs other related functions as maybe assigned by the supervisor

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: 22 SEP 2023
Deadline of submission: 29 SEP 2023

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