

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 17,899.00/month)
OFFICE: Office of the Deputy Director General for Field Regulatory Operations

| QUALIFICATION STANDARD | |
|------------------------|---|
| Education | Must be able to read and write / Elementary School Graduate / High School Graduate or completion of relevant vocational or trade course / Completion of Two (2) year studies in college |
| Experience | None required |
| Training | None required |
| Eligibility | Career Service (CS) Sub-professional / First Level Eligibility |

End User's preferences:
Education: High School Graduate or completion of relevant vocational or trade course / Completion of Two (2) year studies in college
Experience: None required
Training: None required
Eligibility: Preferably Career Service (CS) Sub-professional / First Level Eligibility


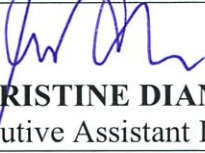
Job Description:

1. Receive and release incoming and outgoing official documents of the Field Regulatory Operations Office;
2. Manage the database for Incoming and Outgoing Documents;
3. Compose routine correspondence and other documents;
4. Maintain orderly record and file of all the official communications and other related documents received by the Office; and
5. 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 Records;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 07 SEP 2023
Deadline of submission: 14 SEP 2023

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|  DR. OSCAR G. GUTIERREZ, JR. Deputy Director General, FROO |  ATTY. KRISTINE DIANNE C. LIM Executive Assistant IV, ODG |
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