

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) Administrative Aide VI
PAY RATE: SG-6 Php16, 877/month)
OFFICE: Center for Drug Regulation and Research

QUALIFICATION STANDARD	
Education	Completion of two (2) year studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Sub-Professional) First Level Eligibility

End user’s preference:


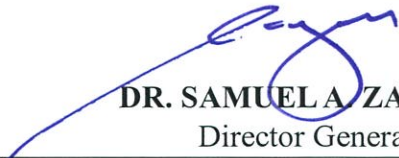
Education: Bachelor’s degree relevant to the job.
Experience: None required
Training: None required
Eligibility: Preferably CS Sub-Professional
Other Qualification: Can report ASAP, with Good moral character, Detailed oriented, Ability to work beyond office hours, Resourceful

Job Description:

1. Draft and prepare routine office communications, correspondences of complicated nature, vouchers and other related activities;
2. Receive, record and release incoming and outgoing communications and other documents;
3. Maintain and update records and other official communication;
4. Prepare requisition of office supplies and materials;
5. Handle incoming and outgoing telephone calls and inquiries; and
6. Perform other related functions that 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 @ fda website- Careers area);
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 Record

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

Date of Posting: 05 OCT 2023
Deadline of Submission: 12 OCT 2023