

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (6) Administrative Assistant III
PAY RATE: SG-9 Php20, 340/month)
OFFICE: Center for Drug Regulation and Research

QUA LIFICATION STANDARD	
Education	Completion of two (2) year studies in college or High School Graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Sub-Professional) First Level Eligibility

End user’s preference:
Education: Completion of two years of college studies or at least 72 units
Experience: Preferably 1-year of relevant experience
Training: Preferably with 4 hours of relevant training
Eligibility: None



Other Qualification: Can report ASAP, with Good moral character, Detailed oriented, Ability to work beyond office hours, Resourceful

Job Description:

1. Receives and reviews administrative documents for proper dissemination to the CDRR office of the Director, Licensing and Registration Division, or Product Research and Standards Development Division;
2. Facilitates receiving and routing of documents as a liaison officer;
3. Composes and encodes confidential and routing correspondences, reports and other documents;
4. Scan and maintains scanned copies of letters correspondences receive by the center before endorsing to the appropriate division /section/unit to serve as backup/reference;
5. Handles incoming telephone calls; and
6. 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 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

<div>Noted by:</div> <div> JULIE L. ADVARA, RN, MBA CAO, Human Resource Development Division</div>	<div>Approved by:</div> <div> DR. SAMUEL A. ZACATE Director General</div>
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Date of Posting:

Deadline of Submission:

05 OCT 2023

12 OCT 2023

