

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

**POSITION:** (6) Administrative Assistant VI  
**PAY RATE:** SG-12 Php27, 608/month)  
**OFFICE:** Center for Drug Regulation and Research


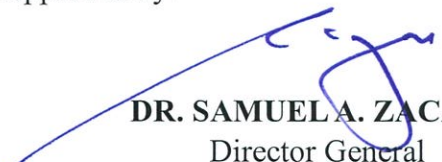
QUALIFICATION STANDARD	
Education	Completion of two (2) year studies in college or High School Graduate with relevant vocational/trade course
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Sub-Professional) First Level Eligibility Relevant MC 11 s. 1996

**End user’s preference:**  
**Education:** Bachelor’s degree relevant to the job.  
**Experience:** Preferably 2-years of relevant experience on finance and procurement  
**Training:** Preferably 8 hours of relevant training  
**Eligibility:** None required  
**Other Qualification:** Can report ASAP, with Good moral character, Detailed oriented, Ability to work beyond office hours, Resourceful

- Job Description:**
1. Prepares data for weekly, monthly, semi-annual and annual accomplishment reports of CDRR;
  2. Validates information and provides accurate data to the management;
  3. Facilitates receiving and decking/ sharing of applications to evaluators;
  4. Maintains and updates relevant database;
  5. Provides requested data for freedom of information, by Health Technology Assessment (HTA);
  6. Maintains orderly record and file of all official communications/documents pertaining to administrative matters; and
  7. 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

Noted by:   <b>JULIE L. ALNARA, RN, MBA</b> CAO, Human Resource Development Division	Approved by:   <b>DR. SAMUELA A. ZACATE</b> Director General
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**Date of Posting:** 05 OCT 2023  
**Deadline of Submission:** 12 OCT 2023