

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/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	None Required
Training	None Required
Eligibility	CS (Sub-professional) First level Eligibility

End User’s Preference

Education: Completion of any four (4) year two years in College
Experience: None required
Training: None required
Eligibility: CS (Sub-professional) First level Eligibility

Other Qualifications:

- Can report ASAP.
- Processes analytical skills, prioritizes, initiates and meets deadlines.
- With good interpersonal and communication skills.
- With good moral character.
- With good computer skills.
- Resourceful, high adaptability and flexibility, can work independently.
- Willing to work on extended hours

Job Description:

Licensing and Registration Division

1. Carries out record management activities such as 5s (Sort, Set in Order, Shine, Standardize and Sustain);
2. Retrieves requested records/ product dossier and/ or samples;
3. Assist records officer in records disposal activities;
4. Maintain cleanliness and orderliness in the record room;
5. Provide support to the records officer in safekeeping and securing records in the records room;
6. Assist in scanning and barcoding of print-out authorizations/ letter before endorsing to FDA releasing section; and
7. 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 @ 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. ALVARA, 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