

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) 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 course/ Bachelor degree
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:

Product Research and Standard Development Division

1. Prepares administrative documents and relate correspondents;
2. Assist the technical personnel in the receiving and routing of documents;
3. Assist in the secretariat for the FDA Pool of External Experts;
4. Answer and/ or places email, telephone calls, and inquiries;
5. Maintains orderly record and file of all official communications/ documents received by the Office; and
6. 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

<div>Noted by:</div> <div> JULIE L. ALVARA, 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: 05 OCT 2023
Deadline of Submission: 12 OCT 2023