

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 AIDE VI (Driver)**

**PAY RATE: SG 6 (Php16, 877.00/month)**

**OFFICE : Administrative and Finance Services**

QUALIFICATION STANDARD	
<b>Education</b>	Must be able to read and write/ Elementary School Graduate
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Relevant MC 11 s. 1996 (Professional)

**End User's Preferences:**

1. Education: Elementary School Graduate
2. Experience: 1 year Driving experience required (Private or Government)
3. Training: None required
4. Eligibility: Memorandum Circular (MC) 10 s. 2013 – Category (CAT) IV (Professional Driver's License)



**Job Description:**

1. Transport the officials and staff on official travels;
2. Maintain and ensures the serviceability of the vehicle;
3. Prepare report of gasoline expenses (Requisition and Issuance Slip (RIS), trip tickets and summary report);
4. Safekeeping of vehicle tools and accessories; and
5. 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 at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
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 Records.

**Date posted:** 10 OCT 2023  
**Deadline of submission:** 13 OCT 2023

 <b>JULIE L. ALVARA, RN, MBA</b> CAO, Human Resource Development Division	 Digitally signed by Zacate Samuel Arellano Date: 2023.10.10 15:52:53 +08'00' <b>DR. SAMUEL A. ZACATE</b> FDA, Director General
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