

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE AIDE VI
PAY RATE: SG-6 (Php 16,877/month)
OFFICE: FROO, VISAYAS CLUSTER (REGION VI)

| QUALIFICATION STANDARD | |
|------------------------|---|
| Education | Completion of two years college studies |
| Experience | None Required |
| Training | None Required |
| Eligibility | Career Service (Sub-Professional) 1 st level eligibility |


End user’s preferences:
Education: Completion of two-year studies in college
Experience: None Required
Training: None Required
Eligibility: Preferably CS Sub-professional
Others: Proficient in oral and written communication. Working knowledge in MS Office Applications.

- Job Description:
1. Type/encode confidential and routine correspondence reports and other related documents;
 2. Record, files and maintain official documents;
 3. Handles incoming and outgoing documents;
 4. Assist in the administrative tasks of the Regional Office;
 5. Perform 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 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, if any.

Date posted: 24 OCT 2023
Deadline of submission: 31 OCT 2023

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|  JULIE L. ADVARA, RN, MBA CAO, Human Resource Development Division |  DR. SAMUEL A. ZACATE FDA, Director General |
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