

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (1) ADMINISTRATIVE ASSISTANT III**

**PAY RATE: SG 9 (Php20, 340.00/month)**

**OFFICE: FROO, MINDANAO EAST CLUSTER (REGION XI)**

QUALIFICATION STANDARD	
Education	Bachelor's Degree
Experience	None required
Training	None Required
Eligibility	CS Professional/RA 1080

**End User's Preferences:**

**Education:** Bachelor's degree relevant to the job. Preferably in BS in Business Administration specializing in Financial Management, BS in Accountancy, BS in Accounting Technology and BS in Management Accounting

**Experience:** None required

**Training:** None required

**Eligibility:** Preferably in CS Sub-Professional

**Job Description:**

1. Index all Disbursement Vouchers and Payroll;
2. Maintain and reconcile each book balance with the subsidiary ledger balance of Mindanao East Cluster and Davao Testing and Quality Assurance Laboratory;
3. Stamp PAID on Disbursement Vouchers/Liquidation Reports and file prior to submission to the Commission on Audit;
4. Actual Physical count/ inventory of Property, Plant and Equipment (PPE) per category;
5. Actual physical count/ inventory of supplies and materials;
6. Encoding inventory report and development of FDA PPE Database;
7. Development of individual Employee's PPE Database;
8. Preparation of consolidated RCPPE; and
9. 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:** 28 NOV 2023

**Deadline of submission:** 05 DEC 2023

  
**JULIE L. ALVAREZ, RN, MBA**  
CAO, Human Resource Development Division

  
**DR. SAMUEL A. ZACATE**  
FDA, Director General