

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

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) Administrative Assistant III
PAY RATE: SG 9 (Php. 20,340/month)
OFFICE: Office of the Director General-Records Section

QUALIFICATION STANDARD	
Education	Completion of Two (2) year studies in College or High School Graduate with relevant vocational / trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	CS (Sub-professional) First level Eligibility

End User Preference:

Education: Completion of two (2) years of college studies

Training: Four (4) hours of relevant training

Experience: Preferably 1 year if relevant experience on data management or records Management

Eligibility: Preferably CS Sub-Professional

Job Description:



1. Filling of all created information and responsible for the proper handling of all records received by records section;
2. Manages logistics, office supplies and other administrative work;
3. Responsible for providing administrative support to Record Section;
4. Drafts and prepare letters, communications and memos
5. Assist in the Learning and Development activities of the section
6. Prepares Purchase Request and assists in the preparation of the other procurement documents; 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 Notarized 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: 06 DEC 2023

Deadline of submission: 13 DEC 2023

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