

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) Administrative Assistant I
PAY RATE: SG 7 (Php 17, 899.00/month)
OFFICE: Administrative and Finance Services, General Services Division (Cashier Section)

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: Preferably with Bachelor’s Degree in Accounting or Commerce.
Experience: Experience in using Microsoft Excel.
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility
Attitude/Values: With good moral character and attitude towards work, detailed-oriented, ability to work with minimal supervision and willing to work on extended hours

Job Description:

- 1. Reconciliation of Income Collections for BTr Certification from prior years.
- 2. Preparation of daily Collection Report
- 3. Printing of Official Receipts
- 4. 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 Notarize Personal Data Sheet (CS Form 212 Revised 2017) (Downloadable at <http://www.fda.gov.ph/careers>) back-to-back, two copies;
- 3. Certified True Copy of Eligibility, if any;
- 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: 09 JAN 2024
Deadline of submission: 16 JAN 2024

ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management	DR. SAMUEL A. ZACATE FDA, Director General
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