

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

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

**POSITION:** (1) Administrative Assistant I  
**PAY RATE:** SG 7 (Php 17, 899.00/month)  
**OFFICE:** Administrative and Finance Services (Commission on Audit)

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:** At least two (2) year studies in college  
**Experience:** Experience in using Microsoft Excel.  
**Training:** None required  
**Eligibility:** Career Service (Sub-Professional) First 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. Assists in the verification of the completeness of supporting documents attached in the disbursement vouchers submitted by the FDA Central and Regional Officers;
2. Assists in the monitoring and recording of purchase orders/Contract;
3. Maintain a calendar of procurement activities upon receipt of invitation from the Bids and Award Committee;
4. Receive and release records of all official receipts are orderly and properly stored and completely recorded in the logbook;
5. Provide assistance in the conduct of inspection of deliveries;
6. Provide assistance in the conduct of inventory of property, plant and equipment and inventories; and
7. Perform other task as may be assigned by the supervisor.

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: 26 JAN 2024  
Deadline of submission: 02 FEB 2024

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