

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 : AFS – Human Resource Development Division (Learning and Development)**

QUALIFICATION STANDARD	
Education	Must be able to read and write/ Elementary School Graduate/ High School Graduate or completion of relevant vocational/ trade course, Completion of Two (2) year studies in college
Experience	None required
Training	None required
Eligibility	CS (Sub-professional)

**End user's preferences:**

**Education:** Bachelor's degree relevant to the job

**Experience:** None required

**Training:** None required

**Eligibility:** Preferably CS Sub-Professional

**Job Description:**

1. Assist in the implementation related to Student Internship Program (SIP)
  - a. Conduct orientation of interns;
  - b. Maintain SIP database and records;
  - c. Monitor Submission of Internship Journal and Daily Time Record (DTR);
  - d. Computes DTR to ensure the completeness of required number of hours/programs
2. Assists in the Learning and Development activities
  - a. Maintain L & D database;
  - b. Act as co-facilitator if needed;
3. Draft simple communication/posters; and
4. Performs other functions as maybe assigned by his/her supervisor.

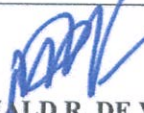
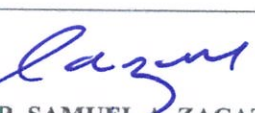
**Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.**

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:**

05 JAN 2024  
11 2 JAN 2024

**Deadline of submission:**

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