

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 (Strategic Performance Management System)

| QUALIFICATION STANDARD | |
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| 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. Receives and encodes papers and documents related to SPMS
2. Maintains and updates database of SPMS;
3. Files, scans and uploads SPMS files;
4. Assists in drafting correspondences/memoranda/issuances relative to SPMS;
5. Monitors timely and accurate completion and submission of SPMS forms;
6. Monitors timely and accurate completion and submission of SPMS forms
 - a. Assists in provision of interventions or technical assistance to FDA personnel;
 - b. Coordinates issues and concerns raised by employees to the PMT;
 - c. Assists in the review/validation of SPMS forms;
7. Provides SPMS requests of employees; and
8. 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
Deadline of submission: 12 JAN 2024

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|  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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