

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT I

PAY RATE: SG 7 (Php17, 899.00/month)

OFFICE : FROO, VISAYAS CLUSTER (REGION VII)

QUALIFICATION STANDARD	
Education	Completion of two-year studies in college or High School Graduate with relevant vacation/trade course
Experience	None required
Training	None Required
Eligibility	Relevant MC 11 s. 1966 Career Service (Sub-Professional)/ First level Eligibility

End User's Preferences:

Education: Bachelor's Degree or completion of at least 2 years of studies in college

Experience: None required

Training: None required

Eligibility: Preferably in CS Sub-Professional

Job Description:


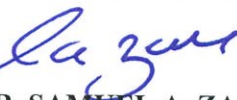
1. Assist Regional Planning Officer designate on WFP of RFO VII;
2. Monitoring of mandatory expenses per supplier;
3. Preparation of BIR 2307 for the suppliers and personnel;
4. Preparation of payslip for the Contract of Service Personnel;
5. Scanning and filling of vouchers for the submission to COA;
6. Assist any budgetary functions as assigned; 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 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: 17 JAN 2024

Deadline of submission: 24 JAN 2024

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