

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT II

PAY RATE: SG 8 (Php18, 998.00/month)

OFFICE : Policy Planning Services (PDTD)

QUALIFICATION STANDARD	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First level Eligibility

End user's preferences:

Education: Bachelor's Degree relevant to job

Experience: With experience in monitoring and maintaining of database

Training: With training on communication, advance use MS Excel/PowerPoint

Eligibility: Preferably with CS Sub-Professional Eligibility or Second Level Eligibility

Other requirement: Good written and oral communication

Job Description:


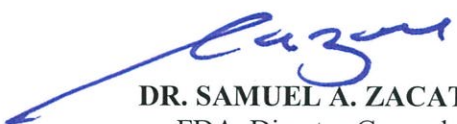

1. Facilitates signing of documents and communications;
2. Receives, routes, and records incoming and outgoing communication and documents on the Document Tracking System;
3. Prepares logistical requirements needed in the conduct of advocacy activities, training and other activity of the division;
4. Prepares requisition of office supplies and materials;
5. Maintains and updates PDTD database;
6. Assists in the preparation of BAC related documents; and
7. Performs 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 Notarized 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: 06 FEB 2024

Deadline of submission: 13 FEB 2024

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