

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 AIDE (AA) VI

PAY RATE: SG 6 (Php 16,877.00/month)

OFFICE : South Luzon Cluster (RFO-NCR)

QUALIFICATION STANDARD	
Education:	Elementary School Graduate; Must be able to read and write
Experience:	None required
Training:	None required
Eligibility:	Professional Driver's License (MC 10 s. 2013 – Category (CAT) IV )

End User's Preference:

Education: Elementary School Graduate  
Experience: 1 year Driving experience  
Training: none required  
Eligibility: Professional Driver's License (MC 10 s. 2013 – Category (CAT) IV )

Job Description:



1. Transport the officials and staff on official travels;
2. Maintain and ensures the serviceability of the vehicle;
3. Prepare report of gasoline expenses, trip tickets and summary report;
4. Safekeeping of vehicle tools and accessories and;
5. 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 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: 01 FEB 2024

Deadline of submission: 08 FEB 2024

 <b>JULIE L. OLVARA, RN,MBA</b> CAO, Human Resource Development Division	 <b>DR. SAMUEL A. ZACATE</b> FDA, Director General
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