

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 VI
PAY RATE: SG-6 (Php16,877/month)
OFFICE: FROO, VISAYAS CLUSTER (REGION VIII)

| QUALIFICATION STANDARD | |
|------------------------|---|
| Education | Completion of two years studies in college |
| Experience | None Required |
| Training | None Required |
| Eligibility | Career Service (Sub-Professional) 1 st level eligibility |


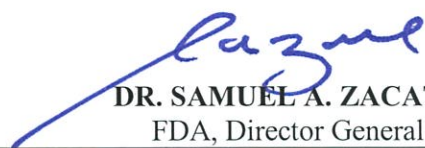
End user’s preferences:
Education: Completion of two-year studies in college (72 units)
Experience: None Required
Training: None Required
Eligibility: Preferably CS Sub-professional

- Job Description:
1. Assist Regional Officer designate of WFP of RFO VIII;
 2. Monitoring of mandatory expenses per supplier;
 3. Scanning and filing of vouchers for the submission to COA;
 4. Assist any budgetary function as assigned; and
 5. Assist the licensing Officer in records management;
 6. Assist the RFO VIII in their related concerns; and
 7. Perform other related functions as maybe 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, if any.

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 |
|---|---|