

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT VI

PAY RATE: SG 12 (Php27,608.00/month)

OFFICE : Center for Cosmetics Household Urban Hazardous Substances Regulation & Research (CCHUHSRR)

QUALIFICATION STANDARD	
Education	Completion of Two (2) year studies in College or High School Graduate with relevant vocational / trade course
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	CS (Sub-professional) First level Eligibility

End user's preferences:

**Education:** Bachelor's degree relevant to the job. Preferably BS Computer Science, BS Information Technology, BS Computer Engineering, BS Business Management and BS Business Administration.

**Experience:** 2 years of relevant experience.

**Training:** 8 hours of Relevant Training.

**Eligibility:** Preferably with Career Service (Sub-professional) First Level Eligibility.

Job Description:



1. Provides administrative and logistical support in the implementation of CCHUHSRR activities;
2. Maintains and updates relevant CCHUHSRR database;
3. Prepares and generates data for required reports and presentations;
4. Manages and maintains official CCHUHSRR email accounts;
5. Prepares correspondences, reports administrative forms and other related documents;
6. Assist in the development of systems necessary to facilitate CCHUHSRR processes;
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 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: 04 MAR 2024

Deadline of submission: 11 MAR 2024

Noted by:   <b>JULIE L. ALVARA, RN, MBA</b> CAO, Human Resource Development Division	Approved by:   <b>DR. SAMUEL A. ZACATE</b> Director General
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