

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 III (UTILITY WORKER/CLEANER)

PAY RATE: SG-3 (Php14, 125.00/month)

OFFICE : FROO-MINDANAO WEST CLUSTER (RFO-IX)

QUALIFICATION STANDARD	
Education	* Must be able to read and write/ Elementary School Graduate
Experience	None required
Training	None required
Eligibility	None required

End user’s preferences:

Education: Elementary/ High School Graduate

Experience: None required

Training: None required

Eligibility: None required



Job Description:

- 1. Cleaning and maintaining the office premises, including dusting, sweeping and mopping;
- 2. Ensuring the cleanliness and availability of office supplies, such as toiletries, cleaning agents and other necessary items;
- 3. Handling of basic maintenance tasks and reporting any repairs needed and disposal of waste;
- 4. 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, if any.

Date posted: 19 MAR 2024  
Deadline of submission: 26 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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