

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 ASSISTANT III  
**PAY RATE:** SG 9 (Php20,340/month)  
**OFFICE:** Information and Communication Technology Management Division

QUALIFICATION STANDARD	
<b>Education</b>	Completion of Two (2) year studies in College or High School Graduate with relevant vocational / trade course
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	CS (Sub-professional) First level Eligibility

**End User Preference:**

**Education:** Completion of four (4) years of college studies

**Training:** Four (4) hours of relevant training

**Experience:** Preferably 1 year of relevant experience on data management or records Management

**Eligibility:** Preferably CS Sub-Professional


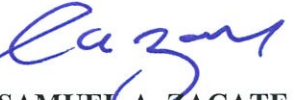
**Job Description:**

1. Responsible for the proper handling of all records received by the Records Section;
2. Responsible for providing administrative support to the Record Section;
3. Sending soft copy of the e-LTO and schedule date to pick-up;
4. Manage Records Section e-Portal System account and upload soft copy of the e-LTO to e-Portal for client viewing and printing;
5. Assists in the Learning and Development activities of the section; and
6. 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:** 05 APR 2024  
**Deadline of submission:** 12 APR 2024

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