

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 (Php 16,877.00/month)**  
**OFFICE: SOUTH LUZON CLUSTER - RFO NCR, LICD**

<b>QUALIFICATION STANDARD</b>	
<b>Education</b>	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	None required

**End User's preferences:**

**Education:** Completion of two-year studies in college (72 units) or High School graduate with relevant Vocational/ Trade Course

**Experience:** None required

**Training:** None required

**Eligibility:** Career Service (CS) Professional / Second Level Eligibility

**Job Description:**

1. Perform administrative support to Dispatching Unit of RFO NCR;
2. Monitoring of repairs and maintenance of RFO-NCR vehicles;
3. Preparation and issuance of trip tickets for RFO NCR Drivers;
4. Communicate all relevant details of driving assignments to drivers to ensure proper execution for the transport of SLC and RFO NCR employees;
5. Receives all transportation requests from RFO NCR employees for Inspection, Investigation and Special Assignments and other purposes for scheduling of available vehicles on a first come first serve basis;
6. Initial drafting of simple to moderate office communications and memoranda;
7. Systematic filing of documents related to Dispatch of Vehicles and other LICD related matters;
8. Create monitoring sheets for Dispatch of Vehicles and other LICD matters;
9. Handles minutes of the meetings and other related LICD matters;
10. Provides other assistance to RFO Inspectorate and LICD staff.
11. Performs other tasks as may be assigned by RFO NCR Supervisors, LICD Chief or SLC Director.


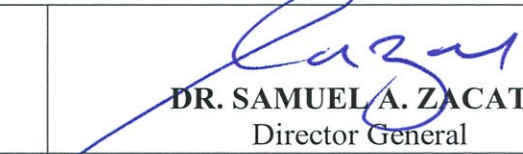
**Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.**

1. Application Letter;
2. Duly Accomplished 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 Records;

5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 18 APR 2024

Deadline of submission: 25 APR 2024

 JULIE L. ALVARA, RN, MBA CAO, HRDD	 DR. SAMUEL A. ZACATE Director General
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