

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 V**

**PAY RATE: SG 11 (Php 25,439.00/month)**

**OFFICE: SOUTH LUZON CLUSTER - RFO NCR / Drug GMP Task Force**

<b>QUALIFICATION STANDARD</b>	
<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (CS) Professional / Second Level Eligibility

**End User's preferences:**

**Education:** Bachelor's degree relevant to the job

**Experience:** One (1) year of relevant experience

**Training:** None required

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

**Job Description:**

1. Prepare budget proposals and disbursement funds for the recommending approval of the Drug GMP Inspectorate Manager and approval of the LICD Chief / SLC Director.
2. Prepare logistics and coordinate with Drug GMP Inspectors for the implementation of the approved inspection schedule;
3. Liaise with Quality Manager and FROO Learning and Development Officer on identified training needs and inspectorate learning development plan;
4. Prepare project procurement management plan, reports, communication and other documents necessary for logistic requirements of the Drug GMP Inspectorate;
5. Manage and maintain the database/s of the Drug GMP Inspectorate and perform analysis of data for strategic planning purposes;
6. Handle the incoming and outgoing documents and communications related to Drug GMP Inspectorate;
7. Control the distribution and inventory of office supplies and inspection/sampling paraphernalia;
8. Act as custodian of inspection service complaints;
9. Provide technical assistance related to administrative concerns and matters;
10. Assist in the development of policies, guidelines, standards and procedures (i.e., minutes taker; meeting invite); and
11. Perform other related functions as may be assigned by the LICD Chief and 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

 <b>JULIE L. ALVARA, RN, MBA</b> CAO, HRDD	 <b>DR. SAMUEL A. ZACATE</b> Director General
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