

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 I**

**PAY RATE: SG 7 (Php17, 899.00/month)**

**OFFICE : FROO, VISAYAS CLUSTER (REGION-VII)**

<b>QUALIFICATION STANDARD</b>	
<b>Education</b>	Completion of two-year studies in college or High School Graduate with relevant vacation/trade course
<b>Experience</b>	None required
<b>Training</b>	None Required
<b>Eligibility</b>	Relevant MC 11 s. 1966 Career Service (Sub-Professional)/ First level Eligibility

**End User's Preferences:**

**Education:** Bachelor's Degree preferably in Accountancy, Finance or Business

**Experience:** None required

**Training:** None required

**Eligibility:** Preferably in CS Sub-Professional

**Job Description:**

1. Assist Regional Planning Officer designate on WFP of RFO VII;
2. Monitoring of mandatory expenses per supplier;
3. Preparation of BIR 2307 for the suppliers and personnel;
4. Preparation of payslip for the Contract of Service Personnel;
5. Scanning and filling of vouchers for the submission to COA;
6. Assist any budgetary functions as assigned; and
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 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:** 15 APR 2024  
**Deadline of submission:** 22 APR 2024

  
**JULIE L. ALVARA, RN, MBA**  
CAO, Human Resource Development Division

  
**DR. SAMUEL A. ZACATE**  
FDA, Director General