



Department of Agriculture

FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

WE ARE HIRING!

SENIOR ADMINISTRATIVE ASSISTANT III (Contract of Service)

Salary Grade 15 (33,575.00)

Office of the Executive Director

QUALIFICATIONS:

Education : Bachelor's Degree on any four-year course

Experience : None required

Training : None required

Eligibility : None required

REQUIREMENTS:

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 13, 2024, 5:00 PM:

1. Letter of intent addressed to the **JULIETA B. LANSANGAN**, Executive Director III;
2. Personal Data Sheet with attached Work Experience Sheet
3. Photocopy of Eligibility/license (if applicable);
4. Photocopy of TOR; and
5. Photocopy of Diploma.

Qualified applicants are advised to send their application to:

hrrecruitmentcos.fpa@gmail.com



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<https://fpa.da.gov.ph/>



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DUTIES AND RESPONSIBILITIES:

1. Manage the Deputy Executive Director's (DED) schedule, appointments, and travel arrangements,
2. Prepare and organize documents, reports, and presentations for meetings,
3. Screen phone calls, emails, and other communications in behalf of the DED,
4. Handle routine correspondence and respond to inquiries,
5. Acts as the central point of contact for information flow within the DED office,
6. Gather, organize, and distribute information to relevant stakeholders,
7. Maintain a filing system for documents, ensuring easy access and retrieval,
8. Draft and edit official communications, letters, and emails on behalf of the DED,
9. Manage the director's external and internal communication, ensuring consistency in messaging,
10. Liaise with other divisions/units to gather information for reports and updates,
11. Maintain accurate records of meetings, decisions, and actions taken by the DED,
12. Create and update databases with relevant information,
13. Schedule and coordinate meetings. including preparing agendas, distributing relevant materials,
14. Take minutes during meetings and distribute them to the participants,
15. Disseminate relevant information to staffs, clients, and other stakeholders as directed by the DED,
16. Manage the distribution of internal and external communications,
17. Maintain a high level of confidentiality regarding sensitive information,
18. Ensure that confidential documents and communications are handled securely, and
19. Perform other duties and functions as may be assigned by the DED.



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