



Department of Agriculture

**FERTILIZER AND PESTICIDE AUTHORITY**

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

# **WE ARE HIRING!**

## **ADMINISTRATIVE AIDE VI**

**(Contract of Service)**

**Salary Grade 6 (14,847.00)**

**Pesticide Regulations Division**

### **DUTIES AND RESPONSIBILITIES:**

1. Assist in processing applications for product registration under Third-Party Authorization (TPA);
  - a. Receive and record applications in the database;
  - b. Assist in preparing Bill Forms;
  - c. Encode and print certificates (Certificate of Product Registration) and other CPR attachments;
  - d. Prepare tracking forms and forward to concerned personnel for signing;
  - e. Release signed CPR and CPR attachments to registrants;
  - f. Record and update database after approval of applications;
  - g. Email Notice of Approval to registrants;
  - h. Photocopy/scan documents related to the tasks mentioned above;
  - i. Prepare data needed for the monthly accomplishment report.
2. Receive all incoming documents (with OED routing slip) and make necessary actions (e.g. sort, record, forward to concerned personnel, etc.);
3. Prepare and submit capsule report to OED;
4. Perform other related tasks that may be assigned from time to time;

### **QUALIFICATION:**

**Education** : Completion of two (2) years studies in college

**Experience** : None required

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

**Eligibility** : None required



[hrrecruitmentcos.fpa@gmail.com](mailto:hrrecruitmentcos.fpa@gmail.com)



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



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## 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 September 12, 2023.*

1. Letter of intent addressed to the JULIETA B. LANSANGAN, Executive Director III;
2. Personal Data Sheet can be downloaded at <http://csc.gov.ph/2014-02-21-08-28-23/pdf/files/category/861-personal-data-sheet-revised-2017.html>
3. Photocopy of Eligibility/equivalent rating/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](mailto:hrrecruitmentcos.fpa@gmail.com)