



Department of Agriculture

FERTILIZER AND PESTICIDE AUTHORITY

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

WE ARE HIRING!

ADMINISTRATIVE ASSISTANT II

(Contract of Service)

Salary Grade 8 (16,758.00)

Pesticide Regulations Division

DUTIES AND RESPONSIBILITIES:

1. Assist in the processing of EUP and product registration applications:
 - a. Receive applications and other submissions related to Experimental Use Permit, and Product Registration
 - b. Assist in the issuance of Bill Forms
 - c. Assist in updating monitoring database
 - d. Encode EUP, Certificate of Product Registration (CPR) and other necessary CPR attachments
 - e. Email Notice of Approval to registrants
 - f. Scan copy and release original CPRs and other CPR attachments to registrants
 - g. Manage the physical filing of EUP and registration documents/records, and
2. Perform other functions that may be assigned from time to time.

QUALIFICATIONS:

Education	: Bachelor's Degree on any four-year course
Experience	: None required
Training	: None required
Eligibility	: None required



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 November 15, 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/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