



Department of Agriculture

FERTILIZER AND PESTICIDE AUTHORITY

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

WE ARE HIRING!

ADMINISTRATIVE ASSISTANT IV

(Contract of Service)

Salary Grade 10 (21,205.00)

Finance and Administrative Division

QUALIFICATIONS:

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

Experience : None required

Training : None required

Eligibility : None required

Preferably proficient in Microsoft Excel or Spreadsheets

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 April 10, 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 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. Assist in processing Obligation Request Status;
2. Assist in maintaining the following;
 - Registry of Appropriation and Allotments (RAPAL)
 - database of Earmarked Purchase Request
 - database for budget realignments, Modification Advice Form and Advice for use of Personnel Services Allotment
 - motoring of vehicle repairs, car insurance, and licenses
 - monitoring of gasoline utilization for each operating unit
3. Assist in updating disbursement data per class, per PAP, per responsibility center and per activity;
4. Assist in monitoring payroll per PAP to check the accuracy of remittances versus deduction and communicate to the HR section in case of discrepancies;
5. Assist in checking the completeness of Monetization and Terminal Leave Benefits Requests, ensuring all necessary documents are included and preparing the corresponding transmittal letters and certificates of non-availability of funds;
6. Assist in the preparation of Agency Budget proposal and Reports; and
7. Perform other functions that may be assigned by the immediate supervisor.



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