



Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY
FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

WE ARE HIRING!

TWO (2) ADMINISTRATIVE ASSISTANT I (Contract of Service) Salary Grade 7 (17,179.00) Office of the Executive Director

QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Experience : None required
Training : None required
Eligibility : None required

REQUIREMENTS:

Interested and qualified applicants should signify their interest in writing. Send the following requirements to the address below not later than May 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 or upload their requirements at <https://forms.gle/bkYs4EBCViiViwUW7>

Applications with incomplete requirements and/or submitted beyond the deadline shall not be entertained.



hrrecruitmentcos.fpa@gmail.com



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



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DUTIES AND RESPONSIBILITIES:

1. Provide general administrative support;
2. Draft and proofread correspondence, memos, and other documents. Handle incoming and outgoing mail and emails, ensuring timely responses and appropriate follow-up actions;
3. Maintain accurate records, files, and databases. Organize and update documentation, including contracts, reports, and personnel records;
4. Input and update data into spreadsheets, databases, and other software systems. Ensure data accuracy and integrity;
5. Prepare and format documents, presentations, and reports using word processing and presentation software;
6. Maintain office supplies inventory, order supplies as needed, and ensure proper functioning of office equipment. Coordinate office maintenance and repairs;
7. Organize and maintain filing systems, both physical and electronic. Retrieve documents and information as requested;
8. Provide courteous and professional customer service to internal and external stakeholders. Address inquiries and resolve issues in a timely and efficient manner;
9. Assist with meeting logistics, including scheduling, preparing agendas, arranging facilities, and taking meeting minutes;
10. Assist with basic financial tasks such as processing invoices, reconciling expenses, and preparing expense reports; including booking flights, hotels, and transportation.
12. Ensure compliance with organizational policies and procedures, as well as relevant regulations and laws. Assist with compliance-related documentation and reporting.
13. Provide support for various projects, including research, coordination, and documentation tasks.
14. Collaborate with colleagues and other departments to support organizational goals and initiatives; and
15. Perform other task that may be assigned by the immediate supervisor.

