



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 (16,200)

Finance and Administrative Division

QUALIFICATIONS:

Education : Bachelor's Degree, preferably in the field of Human Resource

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 24, 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/VQBmj8eg7rA4992SA>

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. Processing of Fidelity Bond, new and renewal applications;
2. Processing of Electronic Landbank Salary Loan applications;
3. Assist in the preparation of contracts for COS personnel;
4. Assist in the preparation of payroll for COS personnel;
5. Assist in receiving and filing of Learning and Development files;
6. Assist in processing of application of leave of employees;
7. Facilitate the printing of pay slips;
8. Files and drafts official communications (Special Order, Memorandum Order, Memorandum Circular, Office Order, Memorandum) using prepared templates;
9. Prepares documents for purchase requirements;
10. Assist in the recruitment of COS personnel;
11. Assist in checking the Daily Time Record of COS personnel; and
12. Perform other tasks that may be assigned from time to time.



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