



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)

Office of the Executive Director - RFU NCR

### QUALIFICATIONS:

Education : Bachelor's Degree, preferably in the field of Office Administration or other related courses

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 June 4, 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](mailto:hrrecruitmentcos.fpa@gmail.com) or upload their requirements at <https://forms.gle/fzhgHJTUqsDhuwmy8>

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



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



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



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)

Office of the Executive Director - RFU NCR

### DUTIES AND RESPONSIBILITIES:

1. Receive applications and documentary requirements for License to Operate (LTO) as a Dealers, Dealer-Repackers, Area Distributors, Institutional Users (Plantation), Pest Control Operators (PCO) - Fumigators, Mango Contractors, and Warehouse Registration;
2. Notify clients regarding the approval of LTO certificates and Warehouse Registration permits for claiming;
3. Update and manage the database/records of the unit's accomplishments, including but not limited to the number of inspected Fertilizer and Pesticide (F/P) facilities, monitored F/P products, and issued LTO certificates and Warehouse Registration permits;
4. Prepare unit reports, including but not limited to monthly accomplishments, compost production and utilization, and minutes of the meeting;
5. Receive and record incoming files and prepare outgoing documents for filing as required;
6. Draft Official Communications for the unit, including Memoranda and Memorandum Orders, for filing and distribution;
7. Facilitate training for the Accreditation of Safety Dispensers of F/P;
8. Manage email communications by opening, forwarding, and responding to messages; and
9. Perform other tasks that may be assigned from time to time.



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



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