



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

WE ARE HIRING

ONE (1) ADMINISTRATIVE ASSISTANT II

Assignment: Finance and Administrative Division - HR Section

Salary Grade: SG 8 (18,251.00)

Status: Contract of Service

Qualification Standards

EDUCATION

Completion of two year studies in college or High School graduate with relevant vocational/trade course

EXPERIENCE

1 year relevant experience

TRAINING

4 hours relevant training

ELIGIBILITY

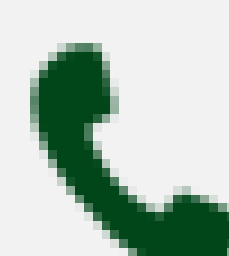
None required

Duties and Functions

- Farm out documents to concern offices/units;
- Receive documents pertaining to HR;
- Monitor HR email and coordinate with the HR staff regarding different concerns;
- Draft Special Order, Office Order, and other issuances using the prepared templates;
- Monitor flag raising / flag retreat attendance;
- Prepare Notice of Meeting;
- Prepare certifications, clearances, and other documents requested by every personnel;
- Assist in the preparation of contracts for Contract of Service personnel;
- Assist in the preparation of NOSI and NOSA;
- Generate and print Daily Time Record of FPA Regular Employees and COS personnel;
- Perform other tasks that may be assigned from time to time.



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



(02) 8920-8573/8371-5388



fpacentral77@gmail.com



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Application Procedure:

Interested and qualified applicants shall upload the documents below at <https://tinyurl.com/54tvftwa> for initial documentary review and evaluation:

- Letter of intent addressed to the DIR. GLENN DC. ESTRADA, Officer-in-Charge, Executive Director III;
- Personal Data Sheet with attached Work Experience Sheet;
- Photocopy of license (if applicable);
- Photocopy of TOR (if applicable); and
- Photocopy of Diploma (if applicable).

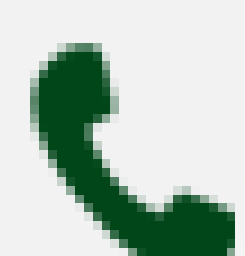
Note:

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

Deadline of Submission : March 21, 2025



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