



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

WE ARE HIRING

ONE (1) ADMINISTRATIVE AIDE VI

Assignment: Pesticide Regulations Division

Salary Grade: SG 6 (16,200.00)

Status: Contract of Service

Item No.: N/A

Qualification Standards

EDUCATION Completion of two years studies in college

EXPERIENCE None required

TRAINING None required

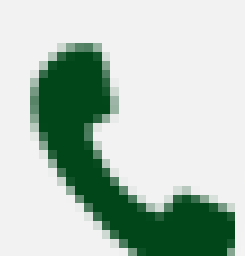
ELIGIBILITY None required

Duties and Functions

- Assist in processing applications for renewal of product registration
- Receive and record documents related to product registration (renewals)
- Release and record renewed Certificates of Product Registration (CPR) to clients
- Generate Control Numbers for CPR renewals
- Prepare documents for printing (e.g., CPRs and attachments)
- Prepare billing forms for clients
- Photocopy and scan documents related to assigned tasks
- Perform other related duties as may be assigned



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



(02) 8920-8573/8371-5388



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Application Procedure:

Interested and qualified applicants shall upload the documents below at <https://forms.gle/qA8oygHA1VVLufhL9> for initial documentary review and evaluation.

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

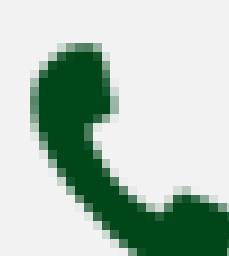
Note:

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

Application Period: May 14 to 21, 2025



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