



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

Salary Grade: SG 8 (18,251.00)

Status: Contract of Service

Item No.: N/A

Qualification Standards

EDUCATION

Completion of two-year studies in college or High School graduate with relevant vocational/trade course (*preferably a graduate of Accounting course*)

EXPERIENCE

1 year of relevant experience

TRAINING

4 hours of relevant training

ELIGIBILITY

None required

Duties and Functions

- Process monthly remittances for government agencies including GSIS, PhilHealth, Pag-IBIG and BIR;
- Reconciles withheld amounts against remittances for mandatory contribution;
- Updates service records of FPA employees;
- Facilitate LBP salary loan applications of FPA employees;
- Prepares and distribute monthly payslip of regular employees; and
- Perform other tasks that may be assigned by the immediate supervisors.



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



(02) 8920-8573/8371-5388



official@fpa.da.gov.ph



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Application Procedure:

Interested and qualified applicants shall upload the documents below at <https://forms.gle/din9buUfUSP8jCcc8> 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 28 to June 4, 2025



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