



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

WE ARE HIRING

ONE (1) ADMINISTRATIVE ASSISTANT I

Assignment: Office of the Executive Director

Salary Grade: SG 7 (20,110.00)

Status: Permanent

Item No.: FPAB-ADAS1-10-2014

Qualification Standards

EDUCATION

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

EXPERIENCE

None required

TRAINING

None required

ELIGIBILITY

Career Service (Sub Professional) / First Level Eligibility

Duties and Functions

- Receive/review/release and monitor incoming and outgoing documents in the Office of the Deputy Executive Director (DED);
- Interview callers, screen calls, and refer them to proper divisions to transmit facsimile messages;
- Coordinate with Office of the Executive Director and Legal Counsel and other divisions or units;
- Maintain official and confidential documents of Office of the DED;
- Check, review, respond/act on incoming written/email inquiries forwarded to the DED;
- Assist the clients;
- Process, check and monitor VAT via National Single Window (NSW) and all regulatory documents; and
- Perform other duties that may be assigned from time to time.



<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/Ak25WCcCwex4dJg37> or at hrrecruitment@fpa.da.gov.ph for initial documentary review and evaluation.

- Letter of intent
Indicate specific item number and addressed to:
DIR. GLENN DC. ESTRADA
Executive Director III
- Updated and duly notarized Personal Data Sheet with attached Work Experience Sheet;
- Photocopy of Scholastic Records (TOR and Diploma);
- Photocopy of Performance Rating in the last rating period (if applicable);
- Photocopy of Eligibility document (CSC Eligibility or PRC license)
- Photocopy of relevant training certificates;
- Employment Certificate/s (if applicable).

Note:

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

Application Period: June 19 to 30, 2025



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