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 (17,179.00)
Status: Contract of Service (COS)
Item No.: N/A

Qualification Standards

EDUCATION	**Completion of 2 years of studies in college (prior to 2018) or High School graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)**
EXPERIENCE	**None required**
TRAINING	**None required**
ELIGIBILITY	**None required**

Duties and Functions

- Receive, check, record in the logbook and release all received documents that need to be approved by the Executive Director;
- Handle, photocopy, encode in the database and file all approved letters/documents with the initials of the division head for record purposes;
- Consolidate and file reports; and scan all approved letters, memoranda, special orders, office orders and etc.;
- Prepare the weekly/monthly accomplishments report for all regular activities' documents;
- Organize and maintain the files and records of the OED;
- Assist clients;
- Answer phone calls and coordinate with person/s concerned; and
- Perform other duties and functions that may be assigned from time to time.

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/EEG5gpNfgUnBvaNaA** for initial documentary review and evaluation:

- Letter of intent addressed to:
  DIR. GLENN DC. ESTRADA
  Executive Director III
- Updated and duly notarized Personal Data Sheet with attached Work Experience Sheet (CSC Form No. 212, Revised 2025);
- Photocopy of Scholastic Records (TOR and Diploma), if applicable;
- Photocopy of Training Certificates (if applicable)
- Photocopy of Eligibility document; if applicable (CSC Proof of Eligibility or valid PRC license)

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

Deadline of Application: October 22, 2026

This Office highly encourages all interested applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).