

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) Information Officer II

PAY RATE: SG 15 (Php30, 531.00/month)

OFFICE : Food and Drug Action Center

QUALIFICATION STANDARD	
Education	Bachelor's degree
Experience	1 year relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility

End user's preferences:

Education: Bachelor's degree

Experience: Preferably 1 year relevant experience

Training: Preferably 4 hours of relevant training

Eligibility: Preferably CS Professional.

Job Description:

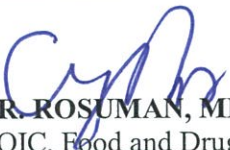
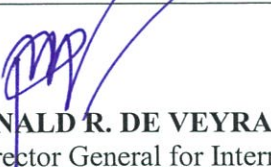
1. Answer calls and respond to emails;
2. Handles client inquiries both by telephone and emails;
3. Route calls to appropriate units when necessary;
4. Documents all call information specially complaints and such calls requiring the immediate action of the office; and
5. Performs other related functions as maybe assigned.

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.

1. Application Letter;
2. Duly Accomplished Personal Data Sheet (CS Form 212) (**Downloadable at**<http://www.fda.gov.ph/careers>) back-to-back, two copies;
3. Certified True Copy of Eligibility;
4. Certified True Copy of Diploma and Transcript of Record ;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 18 January 2021

Deadline of submission: 19 January 2021

 CYNTHIA R. ROSUMAN, MD, FPPS, MPH Director III/OIC, Food and Drug Action Center	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
---	---