

Food and Drug Administration
Department of Health
Filinvest Civic Drive, AlabangMuntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER II

PAY RATE: SG 15 (Php32, 053.00/month)

OFFICE : Policy Planning Services

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:** Preferably graduate of Mass Communication, Development Communication, Development Communication, Marketing, Multi Media Arts or any related four year course.
- Experience:** Preferably 1 year relevant experience on Social Media Management, Information Education and Communication (IEC) development, mass media communication, graphic designing
- Training:** Preferably 4 hours of relevant training on IEC development, information technology, graphics designing digital arts or any relevant training
- Eligibility:** Preferably CS Professional.



Other Qualification: Excellent interpersonal and communication skills; Knowledge on social media communication and public information program, excellent I.T skills on all forms of electronic communication including website management.

Job Description:

1. Assist in the gathering of data related to research and regulatory projects;
2. Participate in the conduct of monitoring and evaluation of plans and commitment of centers b and offices;
3. Encode the reports collected from centers and offices;
4. Conduct policy research for the formulation and review of policies, programs, and projects;
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.

 IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA Director II/OIC, Policy and Planning Services	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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Date posted: 21 April 2021

Deadline of submission: 28 April 2021