

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER I

PAY RATE: SG 11 (Php22, 316.00/month)

OFFICE : FROO, Mindanao East Cluster (Region XI)

QUALIFICATION STANDARD	
Education	Bachelor's Degree relevant to the job
Experience	None required
Training	None Required
Eligibility	Career Service (CS) (Professional) / Second Level Eligibility

End User's Preferences:

Education: Bachelor's Degree relevant to the Information Management and Technology or other related degree

Experience: at least 6 months related experience

Eligibility: Preferably CS Professional

Attitude/Values: Ability to work with minimal supervision with good oral and written communication skill

Job Description:

1. Updating and encoding or the FDA Regional Database;
2. Assist the Licensing Officer in the collection, analysis, and report generation;
3. Assist the Licensing Officer in records management;
4. Assist the clients in their FDA-related concerns;
5. Provide frontline services to FDA clients;
6. Ensure maintenance of the IT equipment and its collaterals in the regional Offices; and,
7. Perform other related functions as may be 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: 21 July 2021

Deadline of submission: 26 July 2021

DR. OSCAR G. GUTIERREZ, JR, MPA
Deputy Director General for Field Regulatory Operations Office

ATTY. RONALD R. DE VEYRA, MBA, CESO II
Deputy Director General for Internal Management