

NOTICE OF VACANCY (Plantilla Position)

Office of the Director General – Food and Drug Action Center (FDAC)

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
2	OSEC-DOHB-INFO1-12-2020 OSEC-DOHB-INFO1-13-2020	Information Officer I	11	Php 23,877	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 Preference:

Education	Bachelor's Degree relevant to the job preferably Management, Communication-related courses, Public Relations or Technical Courses (Pharmacy, Food Technology, etc.)
Experience	1 year of relevant experience preferably as Frontliner/Customer Service Officer
Training	8 hours of relevant training preferably in FDA’s functions and regulations
Eligibility	Career Service (CS) Professional/ Second Level Eligibility
Other Qualifications:	<ul style="list-style-type: none">• Good in written and oral communication• Knowledgeable in MS Office Applications and Data Management• Possess positive work values• Good interpersonal relations• Good moral character and work ethics

Job Description:

1. Receives and records all documents/communications/correspondences submitted to FDAC and transmit to concerned FDA Centers within the prescribed timeline;
2. Handles and manages Customer Satisfaction Survey and eReport;
3. Responds to public queries and requests for FDAC information services received from FDA social media/email accounts such as but not limited to emails (e.g. fdac@fda.gov.ph, info@fda.gov.ph, ask@fda.gov.ph) and official Facebook Account;
4. Prepares/generates reports of all queries and requests received thru the aforecited social media accounts;
5. Prepare routine office correspondence; and
6. Performs other related functions as may be assigned.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at www.fda.gov.ph/about/careers)
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- 5. Diploma in any relevant Master's/ Bachelor's Degree and Transcript of Records;
- 6. Performance Rating for the last two (2) rating periods (for government employees);
- 7. Certificates of trainings attended, if any (in case of managerial/ supervisory trainings for the last 5 years); and
- 8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

Note:

- 1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
- 2. Applicants are limited to apply up to two (2) vacant positions only.

**Online submission of applications are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 22 NOV 2021
Deadline of Submission: 02 DEC 2021

Prepared by:	Approved by:
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