

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 (Php23, 877.00/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

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: 27 January 2022

Deadline of submission: 02 February 2022

Noted by: ARNOLD G. ALINDADA, Dr. HCM, MPH, RMT OIC, Deputy Director General for FROO	Approved by: ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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