

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

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: THREE (3) INFORMATION OFFICER II**

**PAY RATE: SG 15 (Php33, 575.00/month)**

**OFFICE : Policy Planning Services (under PFPID)**

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

**End user's preferences:**

- Education:** Preferably Bachelor's degree in Food Technology, Nutrition and Dietetics, Food Science Biology, Microbiology, Pharmacy, Veterinary Medicine, Nursing or any science-related degree.
- Experience:** At least 1 year of relevant work experience.
- Training:** 8 hours related to policy cycle, planning, legislation, technical documentation, public health, science-based research and development.

**Job Description:**

**(1) Information Officer II**

Policy Research and Development

1. Assists the PPS in the research, planning, gathering of data related to policy and regulatory programs;
2. Conduct research and data gathering for the formulation and review of policies issued by the FDA;
3. Assist in the institutionalization of RIA and policy research in the FDA; and
4. Performs other related functions as may be assigned.

**(1) Information Officer II**

Program/ Project Implementation

1. Participate in the conduct of monitoring and evaluation of plans, programs and commitment of centers and offices;
2. Develop database of projects and programs and assist in the implementation review and monitoring;
3. Assist and coordinate with the ARTA, DICT, DOF, DTI for the implementation of inter-agency Tradenet, Central Business Portal, ARTEMIS, and PBRIS; and
4. Performs other related functions as may be assigned.

**(1) Information Officer II**

Legislative Liaison

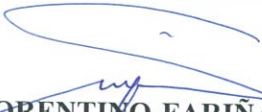
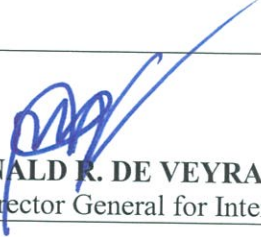
1. Develop procedure for the legislative liaison activities in FDA;
2. Assist in Coordinating with various FDA Offices and external stakeholders, as necessary, in the development of Health Executive Agenda for Legislation (HEAL) and position papers;
3. Assist and coordinate with internal and external stakeholders, and relevant government agencies in the submission documents for RA 11534 or CREATE Act, and other laws for implementation; and
4. Performs 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:** 18 February 2022

**Deadline of submission:** 24 February 2022

 <b>IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA</b> Director II/OIC, Policy and Planning Services	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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