

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER I
PAY RATE: SG 11 (Php23, 877.00/month)
OFFICE : Center for Device Regulation, Radiation Health and Research

QUALIFICATION STANDARD	
Education	Bachelor’s degree
Experience	None Required
Training	None Required
Eligibility	Career Service (Professional) Second Level Eligibility

End user’s preferences:

Education: Bachelor’s Degree relevant to the job. Preferably graduate of BS of Information Technology with specialization in Digital Arts or any computer related.
Experience: One (1) year relevant experience
Training: Eight (8) hours of relevant training
Eligibility: Preferably in CS Professional

Attitude/Values:

- 1. Possesses good interpersonal and communication skills with good moral character.
- 2. detailed-oriented.
- 3. Good Computer skills
- 4. Able to work with minimal supervision.
- 5. Willing to work on extended hours.


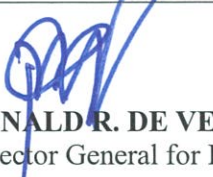
Job Description:

- 1. Responsible in the development and completion of all CDRRHR-LRD projects;
- 2. Handles the drafting and finalizing of certificates of product registration of medical devices;
- 3. Handles the drafting and finalizing of license to operate of medical device establishment; and
- 4. Perform 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 Revised 2017) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
- 3. Certified True Copy of Eligibility, if any;
- 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: 11 March 2022
Deadline of submission: 18 March 2022

 MARIA CECILIA C. MATIENZO Director IV, Center for Device Regulation, Radiation Health & Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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