

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 III

PAY RATE: SG 18 (Php43,681.00/month)

**OFFICE : Center for Cosmetics and Household/Urban Hazardous Substances
Regulation and Research (CCHUHSRR)**

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (CS) Professional/Second Level Eligibility

End User’s Preferences:

Education: Bachelor's degree relevant to the job.
Preferably BS Computer Science, BS Information Technology, BS Computer Engineering, BS Business Management, BS Business Administration

Experience: 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : Preferably with Career Service (CS) Professional/Second Level Eligibility



Job Description:

1. Prepare Term of References (TOR) of the CCHUHSRR's IT System requirements for PMS, LTO and product registration/notification application and processing in coordination with the ICTMD;
2. Facilitates the transition of CCHUHSRR form e-portal to e-services system;
3. Develops, updates and maintains the center’s I.T system for licensing, product authorization and PMS processing;
4. Formulates and maintain database and design for the Center
5. Maintains and manages CCHUHSRR's Postings on the FDA website;
6. Assist the PRSDD-Policy Team in the preparation and publication of the FDA CCHUHSRR Communications Plan for the dissemination;
7. Conduct of training for evaluators and inspectors on the navigation, operation, and maintenance of developed PMS, LTO and product registration/notification application systems; and
8. 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: 08 April 2022
Deadline of submission: 15 April 2022

 ENGR. ANA TRINIDAD F. RIVERA, MSc Director IV, Center for Cosmetics Regulation and Research	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
---	--