

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

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) 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 Pharmacy, Veterinary Medicine, 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:

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: 15 June 2022  
Deadline of submission: 22 June 2022

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