

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 FDA Academy)

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 relevant to the job
Experience: At least 1 year of relevant work experience
Training: 4 hours of relevant training
Eligibility: Preferably with CS Professional Eligibility or Second Level Eligibility

Job Description:

1. Develop Training programs in collaboration with concerned Center/Office;
2. Develop training calendar based on the identified training programs of the FDA Center/Office;
3. Act as resource, speaker as necessary;
4. Provide technical assistance on matters related to activities of the FDA Academy-PDTD; and
5. 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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