

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

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

**POSITION: (2) INFORMATION OFFICER II**

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

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

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:** Graduate of Broadcast Journalism, Mass Communication, Development Communication or any related course
- Experience:** 1-year Public Relations in Social Media Management, Information, Education and Communication materials development/designing, mass media communication.
- Training:** Preferably 4 hours of relevant training on technical writing, effective communication, communication planning, health communication, or any relevant training

**Job Description:**

1. Writes and compile press releases, articles, etc. on FDA policies, programs, projects, and/or initiatives in coordination with the Office of the Director General (ODG).
2. Reviews/proofread materials such as press releases, articles, other informational materials submitted by Centers/Offices before posting or dissemination.
3. Manages and monitors information dissemination on different media platforms.
4. Develops guidelines on the dissemination of information on different media platforms.
5. Creates database and maintain compilation of issued press releases, articles, etc.
6. Coordinate with the Centers and Offices on the development and submission of press releases, articles, etc on Center/Office conducted programs, projects and/or activities.
7. Develop and maintain directory of media outlets for an efficient information dissemination.
8. Ensures accurate and consistent dissemination of information on different media platforms.
9. Creates FDA social media cards/infographic materials
10. 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.

 <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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**Date posted:** 04 August 2022

**Deadline of submission:** 11 August 2022