

**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:**

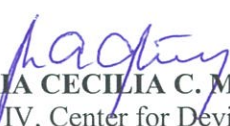

- 1. Formulates database structures and design for PRSDD-PMS;
- 2. Assist in the maintenance and updating of the PRSDD-PMS database;
- 3. Handles the drafting and finalizing of feedback reports, FDA advisories and FDA Orders;
- 4. Maintains and manages CDRRHR-PRSDD Postings on the FDA website, in collaboration with ICTMD;
- 5. Assist the PRSDD-PMS Team in the conduct of activities related to APMSP (e.g. Workshop, Meetings, Coordination with Regional Field Offices, etc.);
- 6. Prepares minutes of the meeting (MOM) for all related PMS activities (e.g. Product recall meeting with the stakeholders, AE and FSCA meeting with the stakeholders, etc.); and
- 7. 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: 09 August 2022**  
**Deadline of submission: 16 August 2022**

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