

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) HEALTH PROGRAM OFFICER I

PAY RATE: SG 11 (Php23, 877.00/month)

OFFICE : Policy Planning Services (under PDTD)

QUALIFICATION STANDARD	
Education	Bachelor's degree
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second level Eligibility

End user's preferences:


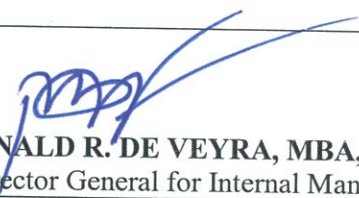
- Education:** Bachelor's Degree relevant to the job
- Experience:** Preferably has experience in preparing or conducting national or internal training.
Creating and maintaining database
- Training:** Preferably has training on communication, advance excel/powerpoint
- Eligibility:** CS Professional or any equivalent eligibility

Job Description:

1. Consolidate and/or assist in the development of FDA response on request for information/correspondence related to the international engagements of the agency;
2. Monitors the development and/or status if international engagement/commitments;
3. Facilitate processing of FDA nominations for international engagements;
4. Maintains database of international engagements, cooperation agreements, MOAs/MOUs, and Post-Travel Reports;
5. Coordinates with DOH, DTI, DFA and other relevant agencies in relation to international engagements/commitments; and
7. 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.

 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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Date posted: 04 August 2022

Deadline of submission: 11 August 2022