

**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 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:**


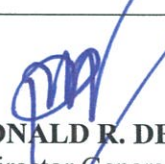
- Education:** Graduate of Broadcast Journalism, Mass Communication, Development Communication or any related course
- Experience:** Preferably with 1-year relevant experience Social Media Management, Information, Education and Communication materials development/designing, mass media communication knowledge in using software for the development of IEC materials.
- Training:** Preferably 4 hours of relevant training
- Eligibility:** CS Professional or any equivalent eligibility

**Job Description:**

1. Develop IEC materials such as infographics, articles, video materials, in relation to the FDA health regulatory policies and Ease of Doing Business initiatives, programs and/or projects FDA announcements/press releases and consumer education and protection;
2. Facilitate dissemination of approved IEC materials through various channels such as the FDA social media page, newspaper, and others;
3. Coordinate and collaborate with the Center/Offices in the content development of IEC Materials; 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.

 <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