

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

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

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

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

**OFFICE : Office of the Director General (ODG)**

QUALIFICATION STANDARD	
<b>Education</b>	Bachelor's Degree
<b>Experience</b>	None Required
<b>Training</b>	None Required
<b>Eligibility</b>	CS Professional Second Level Eligibility

**End user's preferences:**

**Education:** Bachelor's Degree relevant to the job

**Experience:** None Required

**Training:** None Required

**Eligibility:** Preferably CS Professional

**Attitude/Values:**

1. Possess 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 ODG
2. Assist in maintenance and updating of database
3. Drafting of communication relevant to health regulatory promotion strategies, programs, activities and social mobilization e.g. press release, advisory, announcement, among others
4. Prepares minutes of the meeting
5. Coordinates with relevant FDA offices as may be needed
6. 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) (**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 August 2022  
Deadline of submission: 30 August 2022

Prepared by:  <b>ATTY. KRISTINE DIANNE C. LIM</b> Executive Assistant IV	Approved by:  <b>DR. SAMUEL A. ZACATE</b> Director General
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