

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER I
PAY RATE: SG 11 (Php23, 877.00/month)
OFFICE : FROO, VISAYAS CLUSTER (REGION VII)

QUALIFICATION STANDARD	
Education	Bachelor's Degree
Experience	None required
Training	None Required
Eligibility	CS Professional/RA 1080

End User's Preferences:
Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Preferably in CS Professional
Others: With good moral character and willing to work on extended hours

Job Description:

1. Updating and encoding of the FDA Regional Database;
2. Assist the licensing Officer in the collection, analysis and report generation;
3. Assist the licensing Officer in records management;
4. Assist clients in their FDA-related concerns;
5. Provide frontline services to FDA Clients; and
6. Perform 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.

Date posted: 05 August 2022
Deadline of submission: 12 August 2022

ARNOLD G. ALINDADA, Dr. HCM, MPH, RMT OIC, Deputy Director General-FROO	ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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