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 (Php 23,877.00/month)
OFFICE: FROO - Mindanao West Cluster (Regional Field Office IX)

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (CS) Professional / Second Level Eligibility

End User's preferences:
Education: Bachelor's degree in Information Technology or Computer Science
Experience: One (1) year of relevant experience
Training: None required
Eligibility: Career Service (CS) Professional / Second Level Eligibility

Job Description:
1. Update and manage all databases of of the Regional Field Offices;
2. Assist in the development of systems related to field operations;
3. Assist in the conduct of monitoring and evaluation of technology projects;
4. Ensure maintenance of the IT equipment and its collaterals in the Regional Field Offices;
5. Provide technical assistance to information systems and softwares; 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 Records;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 03 NOV 2022
Deadline of submission: 10 NOV 2022

DR. OSCAR G. GUTIERREZ, JR. Deputy Director General for FROO	**ATTY. RONALD R. DE VEYRA, MBA, CESO II** Deputy Director General for Internal Management