

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 XII)

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


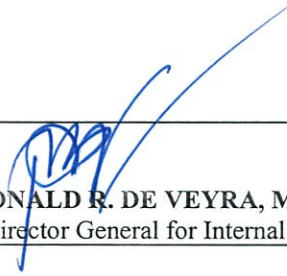
**Job Description:**

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

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