

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 II

PAY RATE: SG 15 (Php33, 575.00/month)

OFFICE : Information and Communication Technology Management Division (ICTMD)

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job
Experience	1 Year relevant experience
Training	4 hours relevant training
Eligibility	Career Service (Professional) Second level Eligibility

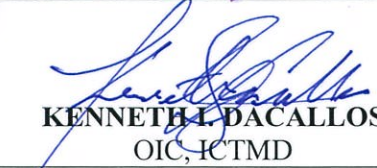
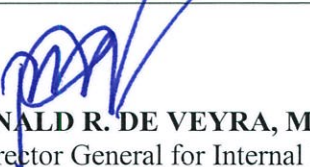
End user’s preferences:
Education: Bachelor’s degree relevant to the job.
Experience: 1 Year relevant experience
Training: 4 hours relevant training
Eligibility: Preferably CS Professional

Job Description:
1. Resolving issues and troubleshooting technical problems.
2. Answer reports, complaints and CSAT Negative feedback
3. 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.

Date posted: 7 JAN 2023
Deadline of submission: 24 JAN 2023

 KENNETH L. DACALLOS OIC, ICTMD	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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