

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER II

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

OFFICE : Policy Planning Services (PFPID)

QUALIFICATION STANDARD	
Education	Bachelor’s degree
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility

End user’s preferences:

- Education:** Bachelor's degree relevant to the job (Allied Health (Nursing, Pharmacy), Science (Food Science, Nutrition, Biology, Chemistry), Business-related courses)
- Experience:** One (1) year of relevant experience in program/project development and technical writing
- Training:** Eight (8) hours of relevant training in program/project development and technical writing
- Eligibility:** Preferably with CS Professional Eligibility or Second Level Eligibility


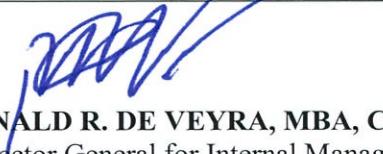
Job Description:

1. Assists in the gathering of data related to policy and regulatory programs;
2. Participates in the conduct of monitoring and evaluation of plans, programs and commitment of centers and offices;
3. Encodes the reports collected from centers and offices and provide necessary technical review and analysis;
4. Coordinate with internal and external stakeholders, relevant government agencies for policy and research matters; and
5. 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: 26 JAN 2023
Deadline of submission: 02 FEB 2023

 IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA Director II/OIC, Policy and Planning Services	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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