

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (3) INFORMATION OFFICER I

PAY RATE: SG 11 (Php 23, 877.00/month)

OFFICE : Policy Planning Services – Policy Dissemination and Training Division  
(Media Relations Unit)

QUALIFICATION STANDARD	
Education	Bachelor’s degree
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second level Eligibility

End user’s preferences:

Education: Bachelor’s degree relevant to the job (AB Broadcast Journalism, Mass Communications, BS Development Communication)

Experience: One (1) year of relevant experience in public/media relations

Training: Training in effective communication, public/media relations, technical writing, social media management, and other related trainings

Eligibility: Preferably with CS Professional Eligibility or Second Level Eligibility

Job Description:

1. Develops guidelines on social media management.
2. Monitors contents and responds to public inquiries on FDA social media accounts.
3. Process media requests for interview and coordinates with the media outlets and concerned Center/Office.
4. Prepares necessary documents (guide questions) in relation to the conduct of media interview with the FDA personnel.
5. Monitors the content of all social media accounts and website.
6. Ensures that all information relayed observes professionalism, accuracy and follows the protocols of the office.
7. Monitors media coverage in social media.
8. Documents, transcribes and keeps record of media interviews involving the FDA.
9. Performs other function 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: 17 FEB 2023  
Deadline of submission: 24 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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