

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**  
**POSITION: (2) INFORMATION OFFICER II**  
**PAY RATE: SG 15 (Php 33, 575.00/month)**  
**OFFICE : Policy Planning Services – Policy Dissemination and Training Division**  
**(Media Relations Unit)**

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 (AB Broadcast Journalism, Mass Communications, BS Development Communication)  
**Experience:** Two (2) years 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

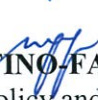
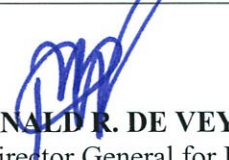
**Job Description:**

1. Develops guidelines on social media management.
2. Develops the FDA communication plan in coordination with the Centers and Offices.
3. Write news and feature articles about the FDA for newspaper publication or dissemination on different media platforms.
4. Manages and answers inquiries from the press or other media representatives regarding Media Invitations, Media Events, and Activities lifted by the Agency.
5. Organize and facilitate press conferences, media interviews, public committee meetings, and advocacy activities.
6. Documents and keeps record of press releases and news reports about the attended press conferences.
7. 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

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