

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER I

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

OFFICE : Food and Drug Action Center Satellite Office – Ali Mall Cubao, QC

| 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 (communication-related courses, public relations or technical courses (Pharmacy, Food Technology)

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

Training: 8 hours relevant training

Eligibility: Preferably with CS Professional Eligibility or Second Level Eligibility


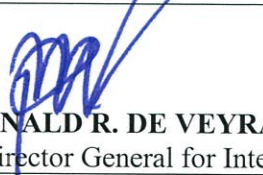
Job Description:

1. Handles clients’ inquiries, complaints, follow-ups and requests sent through email or via telephone call;
2. Provides assistance and/or information to walk-in customers pertaining to the mandate and regulatory functions of the FDA.
3. Prepares routine office correspondence; and
4. 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

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|  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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