

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) Information Officer I
PAY RATE: SG 11 (Php25, 439.00/month)
OFFICE : Food and Drug Action Center

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
Experience: One (1) year of relevant experience as Frontline Service Officer
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 related functions as maybe 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: 27 APR 2023
Deadline of submission: 04 MAY 2023

 ESTRELLITA B. PASTOLERO, MGM HEPO X/OIC, Food and Drug Action Center	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for internal Management
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