

**NOTICE OF VACANCY**  
**HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (1) 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 in Frontline/Customer Service.  
Understanding of health regulatory processes in an advantage.

**Training:** Eight (8) hours of relevant training

**Eligibility:** Preferably with CS Professional Eligibility or Second Level Eligibility

**Job Description:**


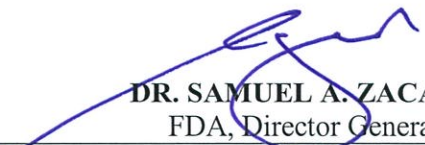
1. Handles clients' complaints, follow-ups and requests sent through email or via telephone call;
2. Provides assistance and/or information to clients pertaining to the mandate and regulatory functions of the FDA;
3. Prepares routine office correspondence; and
4. Performs other related functions as maybe assigned

**Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.**

1. Application Letter;
2. Duly Accomplished Notarize 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:** 19 SEP 2023

**Deadline of submission:** 26 SEP 2023

 <b>JULIE L. ALVARA, RN, MBA</b> CAO, Human Resource Development Division	 <b>DR. SAMUEL A. ZACATE</b> FDA, Director General
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