

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) Information Officer II

PAY RATE: SG 15 (Php35, 097.00/month)

OFFICE : Food and Drug Action Center

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job
Experience	One (1) year of relevant experience
Training	Four (4) of relevant training
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


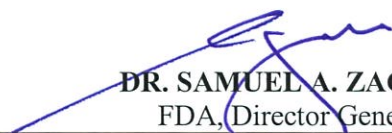
Job Description:

1. Handles clients’ complaints, follow-ups and requests;
2. Provides assistance and/or information to clients about the mandate and regulatory functions of the FDA;
3. Receives registration applications and other authorizations and transmits to the proper Center/Office within the committed timeline;
4. Updates database and Document Tracking System (DTS);
5. Prepares routine office correspondence; and
6. 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

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