

Food and Drug Administration  
Department of Health  
Filinvest Civic Drive, Alabang, Muntinlupa City

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

**POSITION: (1) INFORMATION OFFICER I**

**PAY RATE: SG 11 (Php 25,439.00/month)**

**OFFICE: Office of the Deputy Director General for Field Regulatory Operations**

QUALIFICATION STANDARD	
<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (CS) Professional / Second Level Eligibility

**End User's preferences:**

**Education:** Bachelor's degree in Information Technology or Computer Science

**Experience:** One (1) year of relevant experience

**Training:** None required

**Eligibility:** Preferably Career Service (CS) Professional / Second Level Eligibility

**Job Description:**


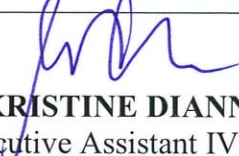
1. Assist in handling and managing of FROO Databases;
2. Assist in preparing Monthly and Weekly Accomplishments Reports of FROO;
3. Assist in the development of systems related to field operations;
4. Provide technical assistance to information systems and software;
5. Handle the Facebook and Instagram Consumer Policy Channel;
6. Perform other related functions 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 Records;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

**Date posted:** 08 SEP 2023

**Deadline of submission:** 5 SEP 2023

 <b>DR. OSCAR G. GUTIERREZ, JR.</b> Deputy Director General, FROO	 <b>ATTY. KRISTINE DIANNE C. LIM</b> Executive Assistant IV, ODG
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