

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 (Php25, 439.00/month)

OFFICE : FROO, VISAYAS CLUSTER (REGION VIII)

QUALIFICATION STANDARD	
Education	Bachelor's Degree
Experience	None required
Training	None Required
Eligibility	CS Professional/RA 1080

End User's Preferences:

Education: Bachelor's degree relevant to the job. Preferably in Information Technology or C

Experience: None required

Training: None required

Eligibility: Preferably in CS Professional

Others: With good moral character and willing to work on extended hours

Job Description:


1. Updating and encoding of the FDA Regional Database;
2. Assist the licensing Officer in the collection, analysis and report generation;
3. Assist the licensing Officer in records management;
4. Assist clients in their FDA-related concerns;
5. Provide frontline services to FDA Clients;
6. Ensure maintenance of the I.T equipment and its collaterals in the Regional Office;and
7. 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 Record;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 07 SEP 2023

Deadline of submission: 14 SEP 2023


JULIE L. ALVAREZ, RN, MBA
CAO, Human Resource Development Division


DR. SAMUEL A. ZACATE
FDA, Director General