

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

**POSITION: (3) Information Officer I**

**PAY RATE: SG 11 (Php25, 439.00/month)**

**OFFICE : South Luzon Cluster (NCR)**

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:** None required

**Training:** None required

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

**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 record management;
4. Assist the clients in their FDA-related concerns;
5. Provide frontline services to the FDA clients;
6. Ensure the maintenance of the I.T equipment and its collaterals in the regional offices;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.**


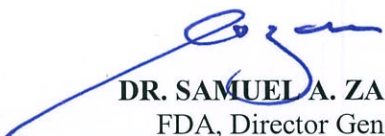
1. Application Letter;
2. Duly Accomplished Notarize Personal Data Sheet (CS Form 212) (**Downloadable at**<http://www.fda.gov.ph/careers>) back-to-back, two copies;
3. Certified True Copy of Eligibility;
4. Certified True Copy of Diploma and Transcript of Record;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

**Date posted:**

02 OCT 2023

**Deadline of submission:**

09 OCT 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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