

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 (Ali Mall Cubao)

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: 07 NOV 2023
Deadline of submission: 14 NOV 2023

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