

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:** FROO, Mindanao East Cluster (X)

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 BS Pharmacy, BS Food Technology, BS Nursing, BS Information Technology, BS Computer Science, BA Communication Arts or BA Mass Communication.  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Preferably in CS Professional or RA 1080

**Job Description:**


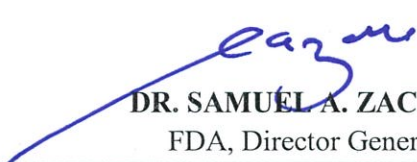
1. Updating and encoding of the FDA Regional Database;
2. Assist the Licensing Officer in the collection, analysis and report generation;
3. Assist the Licensing Officer in records management;
4. Assist clients in their FDA-related concerns;
5. Provide frontline services to FDA clients;
6. Ensure maintenance of the IT 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:** 28 NOV 2023

**Deadline of submission:** 05 DEC 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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