

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, NORTH LUZON CLUSTER (RFO-CAR)**

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 any related course  
**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 Notarized 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:** 16 NOV 2023

**Deadline of submission:** 23 NOV 2023

  
**JULIE L. ALVARA, RN, MBA**  
CAO, Human Resource Development Division

  
**DR. SAMUEL A. ZACATE**  
FDA, Director General