

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) INFORMATION OFFICER II

PAY RATE: SG 15 (Php35, 907.00/month)

OFFICE : FOOD AND DRUG ACTION CENTER (FDAC)

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	One (1) year relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility

End user's preferences:

Education: Bachelor's degree relevant to the job

Experience: Preferably one (1) year relevant experience in frontline/ Customer Service.
Understanding of health regulatory processes is an advantage.

Training: Preferably 8 hours of relevant training

Eligibility: Preferably CS Professional.

Job Description:


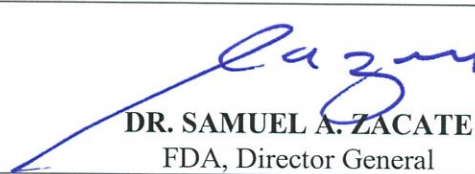
1. Handles clients' complaints, follow-ups and requests sent through email or via telephone call;
2. Provides assistance and/or information to clients about the mandate and regulatory functions of the FDA;
3. Receives registration applications and other authorizations and transmit to the proper Center/Office within the committed timeline;
4. Updates database and Document Tracking System (DTS);
5. Prepares routine office correspondence; and
6. Performs 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: 30 JAN 2024

Deadline of submission: 06 FEB 2024

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