

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 : Deputy Director General for Field Regulatory Operations Office

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

End User’s Preferences:  
Education: Bachelor’s degree in Information Technology or Computer Science  
Experience: One (1) year relevant experience  
Training: None required  
Eligibility: Career Service Professional (2<sup>nd</sup> level Eligibility)


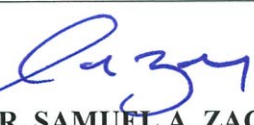
Job Description:

1. Assist in handling and managing of FROO Database;
2. Assist in preparing Monthly and Weekly Accomplishment Report of FROO;
3. Assist in the development of system related to field operations;
4. Provide technical assistance to information system and software;
5. Handle the Facebook and Instagram Consumer Policy Channel; and
6. 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: 30 JAN 2024  
Deadline of submission: 06 FEB 2024

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