

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 II**

**PAY RATE: SG 15 (Php35, 097.00/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) of relevant training
Eligibility	Career Service (Professional) Second level Eligibility

**End User's Preferences:**

**Education:** Bachelor's degree relevant to the job

**Experience:** One (1) year relevant experience

**Training:** 8 hours of relevant training

**Eligibility:** Career Service Professional (2<sup>nd</sup> level Eligibility)



**Job Description:**

1. Manage FROO Unified Database;
2. Manage FROO Unified Database;
3. Freedom Of Information (FOI) Focal Person;
4. Coordinate with Legal Services Support Center (LSSC) and Regulatory Enforcement Unit (REU) regarding Legal Orders related matters;
5. Coordinate with the Regional Field Office for health-related information, databases, and communications;
6. Coordinate with the Information and Communications Technology Management Division (ICTMD) and assist the Office of the Deputy Director General for Field Regulatory Operations Office (ODDG-FROO) for IT related concerns;
7. Coordinate with Foreign Good Manufacturing Practice (FGMP) Team in extract data relative to their inspection;
8. Extract information/data from different data sources as needed;
9. Develop and/or create database/system as need arises; and
10. 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:** 31 JAN 2024  
**Deadline of submission:** 07 FEB 2024

<div> <b>JULIE L. ALVARA, RN, MBA</b> CAO, Human Resource Development Division</div>	<div> <b>DR. SAMUEL A. ZACATE</b> FDA, Director General</div>
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