

NOTICE OF VACANCY  
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER I  
PAY RATE: SG 11 (Php25, 439.00/month)  
OFFICE : FROO, VISAYAS CLUSTER (REGION VII)

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  
**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 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: 17 JAN 2024  
Deadline of submission: 24 JAN 2024

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