

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER I

PAY RATE: SG 11 (Php 25,439.00/month)

OFFICE : South Luzon Cluster (RFO-NCR)

QUALIFICATION STANDARD	
Education:	Bachelor's Degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	Career Service (CS Professional) / Second Level Eligibility

End User's Preference:

Education: Bachelor's Degree in Information Technology and other computer related courses
Experience: none required
Training: none required
Eligibility: Career Service (CS Professional) / Second Level Eligibility


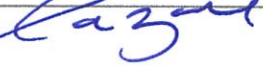
Job Description:

- 1. Updating and encoding of the RFO-V Inspection Database;
- 2. Assists the Licensing and Inspection Section in the collection, analysis and report generation;
- 3. Assists in records management;
- 4. Assist the clients in their FDA RFO-V related concerns;
- 5. Provide frontline services to FDA RFO-V clients;
- 6. Ensure maintenance of the IT equipment and its collaterals in the Regional Offices;
- 7. Performs other 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: 01 FEB 2024
Deadline of submission: 08 FEB 2024

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