

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-V)

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 related courses and With knowledge on Javascript, SQL and PHP  
Experience: none required  
Training: none required  
Eligibility: Career Service (CS Professional) / Second Level Eligibility

Job Description:


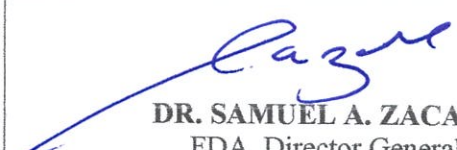
1. Updating and encoding of the RFO Inspection Database;
2. Assists the Licensing and Inspection Section in the collection, analysis and report generation;
3. Assists in records management;
4. Assist the clients in their FDA RFO related concerns;
5. Provide frontline services to FDA RFO clients;
6. Ensure 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. ALVARARA, RN,MBA CAO, Human Resource Development Division	 DR. SAMUEL A. ZACATE FDA, Director General
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