

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang, Muntinlupa City

**NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL**

**POSITION: (2) 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 preferences:

Education: Bachelor's Degree in Information Technology and other related computer courses

Experience: None required

Training: None required

Eligibility: Career Service (CS) Professional / Second Level Eligibility

Job Description:

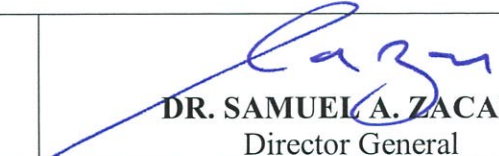
1. Updating and encoding or the FDA- RFO-NCR Database;
2. Assist the Licensing Officer in the collection, analysis and report generation;
3. Assist the Licensing Officer in records management;
4. Assist the clients in their FDA RFO-NCR related concerns;
5. Provide frontline services to FDA RFO-NCR clients;
6. Ensure maintenance of the IT equipment and its collaterals in the Regional Offices;
7. Performs other functions as may be assigned by SLC Director

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 Records;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 18 APR 2024

Deadline of submission: 25 APR 2024

 JULIE L. ALVARES, RN, MBA CAO, HRDD	 DR. SAMUEL A. ZACATE Director General
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