



Department of Agriculture

FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

WE ARE HIRING!

INFORMATION OFFICER I

(Contract of Service)

Salary Grade 11 (20,754.00)

Planning, Management, and Information Division

DUTIES AND RESPONSIBILITIES:

1. Assist in writing content of IEC materials and publications such as briefers, brochures, posters, newsletters, annual reports, etc.;
2. Assist in preparing/drafting PMID minutes of the meetings;
3. Draft/review articles from RFUs/Divisions;
4. Consolidate/edit the journal of activities from RFUs;
5. Assist in preparing script of audio-visual presentations (AVPs);
6. Assist in organizing and implementing webinars and trainings;
7. Attend information-related training;
8. Assist in photo and video coverage/documentation of events and activities;
9. Assist in coordinating activities of the Information Section; and
10. Perform other tasks that may be assigned by the Immediate Supervisor or the Chief of PMID.

QUALIFICATION:

Education : Communication-related courses (e.g. *AB in Mass Communication, AB Journalism, BS Development Communication*)

Experience : None required

Training : At least four (4) hours of trainings in graphic design, social media management, content writing, and IEC materials production

Eligibility : None required



hrrecruitmentcos.fpa@gmail.com



<https://fpa.da.gov.ph/>



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REQUIREMENTS:

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 25, 2023.

1. Letter of intent addressed to the **JULIETA B. LANSANGAN**, Executive Director III;
2. Personal Data Sheet can be downloaded at <http://csc.gov.ph/2014-02-21-08-28-23/pdf/files/category/861-personal-data-sheet-revised-2017.html>
3. Photocopy of Eligibility/equivalent rating/license (if applicable);
4. Photocopy of TOR; and
5. Photocopy of Diploma.

Qualified applicants are advised to send their application to:

hrrecruitmentcos.fpa@gmail.com