

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

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

**POSITION: (1) COMPUTER MAINTENANCE TECHNOLOGIST II**

**PAY RATE: SG 15 (Php32,053.00/month)**

**OFFICE : Policy Planning Services**

QUALIFICATION STANDARD	
Education	Bachelor’s degree in Information Technology, Computer Engineering or other IT related courses
Experience	2 years of relevant experience
Training	16 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility

**End user’s preferences:**

- Education:** Preferably Bachelor’s degree in Information Technology, Computer Engineering or other IT related courses
- Experience:** Minimum two (2) years of work experience as a computer technician/technologist with basic experience in Basic Computer Networking/ Basic experience in Linux Operating Systems and Firewall Applications
- Training:** Preferably 16 hours of relevant training
- Eligibility:** Preferably CS Professional.



**Other Qualification:** Basic knowledge in Command Line Interface (CLI) with knowledge in Network Documentation

**Job Description:**

1. Perform preventive maintenance basic testing and corrective maintenance on computer peripherals and computer networks;
2. Troubleshooting; LAN/WAN configurations, including IP routing & switching;
3. Assist in the creation of maintenance of technical documentation, including network mapping and inventories of hardware and software components;
4. Ensure that system, procedures and standards are strictly implemented in its daily operation including incidence, troubleshooting alerts, daily logs and escalation; and,
5. Performs other tasks 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.

 <b>IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA</b> Director II/OIC, Policy and Planning Services	 <b>ATTY. RONALD R. DE VEYRA, MBA, CESO II</b> Deputy Director General for Internal Management
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**Date posted:** 29 April 2021

**Deadline of submission:** 06 May 2021