

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

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

**POSITION: (1) COMPUTER OPERATOR IV**

**PAY RATE: SG 14 (Php29,277.00/month)**

**OFFICE : Policy Planning Services**

QUALIFICATION STANDARD	
Education	Bachelor’s degree or Associate course in Information Technology or related course
Experience	3 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 or Associate course in Information Technology or related course
- Experience:** Preferably 3 years of relevant experience
- Training:** Preferably 16 hours of relevant training
- Eligibility:** Preferably CS Professional.



**Other Qualification:** Working knowledge of Content Management Sites;  
Solid skills in PHP web development

**Job Description:**

1. Website Maintenance and Content Management;
2. Management of Social Media Accounts such as Facebook, Instagram, Twitter, etc.;
3. Assist with maintaining existing websites to ensure functionality and updates;
4. Support employees with website-related issues;
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