

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.

 IRENE V. FLORENTINO-FARIÑAS, RPh, MD, MNSA Director H/OIC, Policy and Planning Services	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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Date posted: 02 AUGUST 2021
Deadline of submission: 07 AUGUST 2021