

NOTICE OF VACANCY (Plantilla Position)

Policy Planning Service - Information & Communication Technology
Management Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-CTMT2-24-2020	Computer Maintenance Technologist II	15	Php 33,575	Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant experience Eligibility: Career Service (CS) Professional/Second Level Eligibility

End User's Preference:

Education	Bachelor's Degree relevant to the job (BS Information Technology/Computer Science/BS Information Systems and other related IT/Computer Courses)
Experience	2 years of relevant experience preferably in stacking servers, crisscrossing of networks cables, repairing malfunctions in hardware and software, updating of equipment and software, ensuring email and data storage networks are function and employee workstation are connection, training of new users, or managing telecommunication networks
Training	4 hours of training in IT related topics
Eligibility	CS Professional or any equivalent eligibility

Job Summary:

Responsible for crafting technical specifications, firewall security administration and administers the conduct of corrective and preventive maintenance on all computer peripherals to whole FDA including Regional Offices

Job Descriptions:

1. Conducts policy research and prepares working papers and reports, in support of the development, planning, implementation, and evaluation of regulatory policies, programs, projects, and plans.
2. Reviews plans, policies, and standards proposed by FDA Offices and Centers, other Government Agencies, and Interest Groups.
3. Handles and provides technical assistance in special programs related to health products regulation.
4. Liaises with other government agencies and the legislative chambers in the development of executive and legislative policies.

- Coordinates with other regulatory stakeholders in the development, implementation, and evaluation of regulatory policies, programs, projects, and plans.
- Prepares technical reports and feasibility studies on project/policy proposals in relation to RIA process.
- Perform other functions as may be assigned.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to FDA-HRDD for initial documentary review and evaluation:


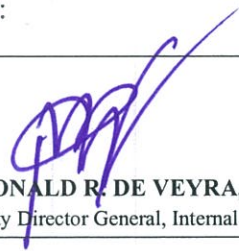
- Application Letter with the specific position applied for and Item Number addressed to the FDA Director General;
- Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- Qualification Profile (Annex 1) in 6 copies;
- Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- Diploma in any relevant Master's/ Bachelor's Degree and Transcript of Records;
- Performance Rating for the last two (2) rating periods (for government employees);
- Certificates of trainings attended, if any (in case of managerial/ supervisory trainings for the last 5 years); and
- Latest appointment and service record/ Certificate of Employment. (FDA Job Order Personnel need not submit this document)

Note:

- Applicants are advised to secure certified true copies/authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
- Applicants are limited to apply up to two (2) vacant positions only.

**Online submission of applications are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 21 OCT 2021
Deadline of Submission: 31 OCT 2021

Prepared by:	Approved by:
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