

NOTICE OF VACANCY (Plantilla Position)

Administrative and Finance 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
3	OSEC-DOHB-CTMT1-8-2021  OSEC-DOHB-CTMT1-9-2021  OSEC-DOHB-CTMT1-10-2021	Computer Maintenance Technologist I	11	Php 23,877	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> 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	None required
Training	None required
Other requirements preferred	
Eligibility	CS Professional or any equivalent eligibility

Job Descriptions:

- 1. For input JD of Comp. Maintenance Technologist I

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.

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:

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

**Note:**

- 1. 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.
- 2. 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](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 17 NOV 2021  
**Deadline of Submission:** 27 NOV 2021

Prepared by:	Approved by:
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