

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ADMINISTRATIVE ASSISTANT III

PAY RATE: SG 9 (Php 19, 593.00/month)

OFFICE : FROO – VISAYAS CLUSTER (REGION VII)

QUALIFICATION STANDARD	
Education	Completion of two years of studies in college.
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	CS Professional/RA 1080

End user’s preferences:

Education: Preferably completion of two (2) years on Information Technology, Computer Engineering or other related courses

Experience: Minimum of 1 year of relevant experience as computer technician/ technologist, with basic experience in basic computer networking/ basic experience in Linux operating system and firewall applications.

Training: 16 hours of Relevant Training.

Eligibility: Preferably with Career Service (Sub-professional) First Level Eligibility.

Job Description:

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

Date posted: 12 April 2022

Deadline of submission: 19 April 2022

ARNOLD G. ALINDADA, Dr. HCM, MPH, RMT OIC, Deputy Director General-FROO	ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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