

NOTICE OF VACANCY (Plantilla Position)

Office of the Director General - 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 25,439	<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:**  
**Experience:**  
**Training:**  
**Eligibility:**
- Bachelor’s Degree relevant to the job (BS Information Technology/Computer Science/BS Information Systems and other related IT/Computer Courses)  
None required  
None required  
Career Service (CS) Professional/Second Level Eligibility

Job Description:

1. Performs troubleshooting in all ICT equipment such as desktops, laptops and servers, including cloud and virtual servers.
2. Conducts preventive and corrective maintenance in all ICT equipment.
3. Performs troubleshooting and configuration in LAN/WAN devices, such as firewall, routers, switches and access points, including IP routing & switching.
4. Create, maintain and update ICT Equipment database.
5. Assist in crafting and implementation of ICT security and disaster recovery policy.
6. Assist in crafting Terms of Reference for ICT purchases.
7. Performs other related functions as maybe 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 Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) 1 copy (downloadable at [www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))
- 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; 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:** 03 NOV 2022  
**Deadline of Submission:** 13 NOV 2022

Prepared by:	Approved by:
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