

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
1	OSEC-DOHB-INFOSA3-11-2021	Information Systems Analyst III	19	Php 49,835	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 hours of relevant training <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	2 years of relevant experience in <ul style="list-style-type: none"><li>Systems Development Administration</li><li>Network Database Administration</li></ul>
Training	8 hours of training in IT related topics
Other requirements preferred	<ul style="list-style-type: none"><li>Knowledgeable in Health Information Systems, Information and data principles, database design and modeling, systems integration and Synchronization, systems analysis and design, systems building, monitoring and evaluation, policy and standards development</li><li>Expert in debugging tools and able to perform analysis on Software Logs and Packet Dumps</li><li>Knowledgeable in Linux distributions and open source software and its programming language</li></ul>
Eligibility	CS Professional or any equivalent eligibility

Job Descriptions:

1. Leads in the development of systems related to information technology.
2. Oversees the conduct, validation and refinement of the design of proposed systems.
3. Heads the development of plans, programs, projects, policies, procedures and standards related to information systems and software engineering.
4. Performs quality assurance tests, such as, but not limited to vulnerability testing, of the existing enterprise architecture.
5. Provide technical assistance related to information systems and software development.
6. Conduct coaching/training programmers in coding based on specifications.

7. Leads the conduct of monitoring and evaluation of information technology programs and projects.
8. Conduct research on current emerging technologies and standards
9. Performs other functions as may be assigned by the head of the division.

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:



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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