Food and Drug Administration
Department of Health
Filinvest Civic Drive, AlabangMuntinlupa City

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-ITO3-510061-2015	Information Technology Officer III	24	Php 88,410	**Education:** Masteral degree **Experience:** 4 years of supervisory/management experience **Training:** 40 hours of training in management and supervision **Eligibility:** Career Service (CS) Professional

End User's Preference:

Education:	Master's Degree relevant to the job preferably IT or other IT related course
Experience:	**4 years** of relevant experience preferably in information technology system, database management and administration network management; data analysis and network design, ICT research, policy and standard development
Training:	**40 hours** of training preferably database administration and software application
Eligibility:	Career Service (CS) Professional

Job Description:

1. Supervises and provides technical leadership for the applications programming and software support staff, including responsibility for hiring and evaluations;
2. Provides agency-wide direction in areas of policy and planning for management information systems, data processing and related functions;
3. Oversees and plans on the Agency's long-range plans and establishes priorities to guide the allocation of IT resources;
4. Prepares the FDA Information System Strategic Plan (ISSP);
5. Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project;
6. Serves as IT Technical Committee;
7. Establishes links and network with other national and international IT groups;
8. Manage the performance and operation of the division;
9. Manage the formulation of plans, programs, policies, standards and procedures related to system and software engineering;
10. Provide leadership in the development and installation of Information Technology System;

11. Manage the monitoring and evaluation of activities of Information Technology (IT) systems, programs, and projects;
12. Provide technical assistance related to systems and software development;
13. Manage the inter/intra agency collaboration/network related to systems and software development;
14. Conduct research in new technology;
15. Perform 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);
3. Qualification Profile (Annex 1) 1 copy (downloadable at 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)

Date of Posting: 0 3 NOV 2022
Deadline of Submission: 1 3 NOV 2022

Prepared by:	Approved by:
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