

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (2) COMPUTER PROGRAMMER I

PAY RATE: SG 11 (Php 23,877.00/month)

OFFICE : Information and Communication Technology Management Division

QUALIFICATION STANDARD	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) 2nd Level Eligibility

End user's preferences:

Education: Bachelor's degree relevant to the job.

Experience: None required

Training: None required

Eligibility: Preferably CS professional.

Job Description:

1. Code medium to complex software program.
2. Assist in the development of programming SOP's standards and templates.
3. Provide technical assistance related to software and system development.
4. Conduct programming documentation.
5. Develop user Manual on system operation.
6. Assist in the development and installation of information technology software and system.
7. Performs other related functions as maybe 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: 2 DEC 2022

Deadline of submission: 9 DEC 2022

 KENNETH H. DACALLOS OIC, ICTMD	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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