

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:** 17 JAN 2023

**Deadline of submission:** 24 JAN 2023

  
**KENNETH I. DACALLOS**  
OIC, ICTMD

  
**ATTY. RONALD R. DE VEYRA, MBA, CESO II**  
Deputy Director General for Internal Management