

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

**NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL**

POSITION: (3) COMPUTER MAINTENANCE TECHNOLOGIST II

PAY RATE: SG 15 (Php 35,097.00/month)

OFFICE : Center for Drug Regulation and Research (CDRR)

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job
Experience	1 years of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (CS) Professional/Second Level Eligibility

End User’s Preferences:

Education: Bachelor's degree relevant to the job.
Preferably BS Computer Science, BS Information Technology, BS Computer Engineering and BS Computer Programming

Experience: 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : Preferably with Career Service (CS) Professional/Second Level Eligibility

Job Description:

1. Prepare Term of References (TOR) for CDRR’s IT System requirements for LTO and product registration, notification, certificates, permits and clearance applications; and processing in coordination with the ICTMD;
2. Facilitates the transition of CDRR from semi-manual to electronic system;
3. Develops, updates and maintains the center’s I.T system for licensing of establishment and product registration;
4. Formulates and maintain database and design for the Center;
5. Maintains and manages CDRR’s Postings on the FDA website;
6. Conduct of training for evaluators and inspectors on the navigation, operation, and maintenance of developed LTO and product registration, notification, certificates, permits and clearance application; and processing in coordination with the ICTMD;
7. Perform other related functions as may be 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. Certified of Attendance to trainings/s, if any;
- 6. NBI Clearance;
- 7. Certificate of Employment/Service Records.

Date posted: 20 MAR 2024
Deadline of submission: 27 MAR 2024

Noted by: JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	Approved by: DR. SAMUEL A. ZACATE Director General
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