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 (Php25,439/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	CS (Professional) Second level Eligibility

End User Preference:
Education: Preferably BS in Information Technology or other I.T related course
Training: Four (4) hours of relevant training
Experience: Preferably 1 year of relevant experience and knowledge in Database Management;
system/software/program, development; system and network management
(Software and hardware); and ICT preventive maintenance and troubleshooting
Eligibility: Preferably CS Professional

Job Description:

1. Code Medium to complex software program;
2. Assist in the development of programming SOPs, 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; and
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 **Notarized Personal Data Sheet** (CS Form 212) (**Downloadable athttp://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: 0 5 APR 2024
Deadline of submission: 1 2 APR 2024

JULIE L. ALVARA, RN, MBA

DR. SAMUEL A. ZACATE