

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

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) INFORMATION OFFICER III

PAY RATE: SG 18 (Php45, 203.00/month)

OFFICE : Policy Planning Services (Monitoring and Evaluation Division)

QUALIFICATION STANDARD	
Education	Bachelor's degree
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional) Second level Eligibility

End user's preferences: *(Should not fall in the set CSC minimum qualification standard)*

Education: Bachelor's Degree relevant to the job preferably BS Information Technology/Computer Science/ BS Information Systems and other related IT/ Computer Courses

Experience: Two (2) years of relevant experience in System Development Administration and Network Database Administration

Training: Preferably Eight (8) hours of relevant training on I.T

Eligibility: CS Professional

Job Description:

1. Assists in the development of system related information technology;
2. Assists in the development of plans, programs, projects, policies, procedures and standards related to information system and software engineering;
3. Performs quality assurance tests;
4. Provide technical assistance related to information system and software development;
5. Assists in the conduct of monitoring and evaluation information technology programs and projects; and
6. Performs other related functions as may be assigned.

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.


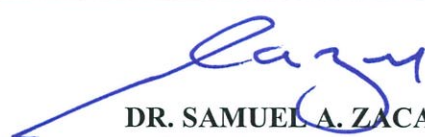
1. Application Letter;
2. Duly Accomplished Notarized Personal Data Sheet (CS Form 212) (**Downloadable at <http://www.fda.gov.ph/careers>**) back-to-back, two copies;
3. Certified True Copy of Eligibility;
4. Certified True Copy of Diploma and Transcript of Record;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted:

15 APR 2024

Deadline of submission:

22 APR 2024

 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 DR. SAMUEL A. ZACATE FDA, Director General
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