

PUBLICATION OF VACANY FOR CONTRACT OF SERVICE

POSITION TITLE	<u>COMPUTER PROGRAMMER I</u>	DUTIES & RESPONSIBILITIES
PLACE OF ASSIGNMENT	PIMD- ICT	<ul style="list-style-type: none"> a. Designs and develop application software/database systems; <ul style="list-style-type: none"> • Formulate the logic to solve data processing problems. • Update existing computer programs. • Maintain the source codes of existing systems. • Develop and document computer programs. • Train people on the use of developed applications. • Comply with policies, code of conduct, and other applicable rules and regulations. b. Recommends appropriate development tools to be utilized in consideration of connectivity and available resources; c. Prepares user's manual and documentation; d. Assists the resource person/facilitator during the conduct of systems test and user's training on developed computer programs; e. Performs programming tasks to enhance existing application/software/database systems; f. Renders additional services such as technical support, hardware and network support as authorized in the exigency of the service g. Performs other technical tasks related to the position that may be given from time to time;
SALARY GRADE	11	
EDUCATION	Bachelors Degree relevant to the job	
EXPERIENCE	N/A	
TRAINING	N/A	
ELIGIBILITY	Professional or Sub-Professional CSC Eligibility (Preferably but not required)	

1. Letter of Intent / Application Letter

2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;

3. Photocopy of certificate of eligibility/rating/license **(Preferably but not required)**

4. Photocopy of Diploma and Transcript of Records. (if any)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to cospersonnel.nmis@gmail.com not later than **March 11, 2024**.

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POSITION TITLE	<u>COMPUTER PROGRAMMER I</u>	DUTIES & RESPONSIBILITIES
PLACE OF ASSIGNMENT	PIMD- ICT	-Assist in the IT Service Management and Information and Communication Technology (ICT) Service Desk; a. Manages the inventory of ICT hardware and software; b. Manages the repair services to be outsourced in case of breakdown; c. Manages the filing and documentation system to monitor the operational status of the servers; d. Ensures timely outsourcing of repair of IT equipment in case of breakdown; e. Organizes and schedules preventive maintenance activities; f. Monitors and coordinates operational breakdown of the IT equipment and the networks systems; g. Fulfills administrative reporting requirements, maintains records reports and other pertinent documents; h. Conducts research to keep abreast of emerging technologies in the field of applications design development, software engineering, web design and other related technologies; and i. Provides technical support; Assist in the conduct of Basic Meat Inspector Course (BMIC); j. Assist in the conduct of Meat Safety Field Monitoring Activities - Task Force Bantay Karne (TFBK); k. Serve as Assistant Meat Inspector in case of Manpower shortage; l. Attend Hazard Analysis and Critical Control Point (HACCP) / Good Manufacturing Practices (GMP) Training Course; m. Participate in the On-site Plant Orientation; and n. Perform other tasks including technical duties as assigned by the Immediate Supervisor.
SALARY GRADE	11	
EDUCATION	Bachelors Degree relevant to the job	
EXPERIENCE	N/A	
TRAINING	N/A	
ELIGIBILITY	Professional or Sub-Professional CSC Eligibility (Preferably but not required)	

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POSITION TITLE	CLERK IV	DUTIES & RESPONSIBILITIES
PLACE OF ASSIGNMENT	FINANCE - ACCOUNTING	<ul style="list-style-type: none"> • Prepares Bank Reconciliation for Trust Account • Prepares and monitors Bank Reconciliation of all RTOCs; • Assists in the maintenance and reconcile Subsidiary Ledger of disallowance of NMIS employees; • Assists in the reconciliation of the Plant, Property Equipment Ledger Card and Report on the Physical Count of Property Plant and Equipment; • Assists in the One-Time Cleansing of Plant, Property Equipment • Assists in the transition from manual Accounting System to eNGAS • Prepares other necessary Financial Reports and Schedules; • Other task that may be assigned from time to time.
SALARY:	₱ 18,433.80	
EDUCATION	Bachelors Degree relevant to the job	
EXPERIENCE	1 year management/clerical experience	
TRAINING	8 hours of relevant training	
ELIGIBILITY	CPA/ Professional or Sub-Professional CSC Eligibility (Preferably but not required)	

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3. Photocopy of certificate of eligibility/rating/license

4. Photocopy of Diploma and Transcript of Records. (if any)

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