

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ENGINEER II

PAY RATE: SG 16 (Php 33,584.00/month)

OFFICE : CEBU TESTING & QUALITY ASSURANCE LABORATORY

QUALIFICATION STANDARD	
Education	Bachelor's degree in Engineering relevant to the job.
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080

End user's preferences:

Education: Bachelor's degree in Engineering preferably Civil, Electrical or Mechanical Engineering.

Experience: At least 1 year of relevant experience in repair and maintenance of building, offices and facilities.

Eligibility: RA 1080

Job Description:

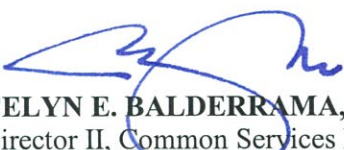
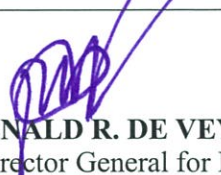
1. Acts as the maintenance engineer and pollution Control and Waste Management Officer;
2. Conducts preventive maintenance of the building, office equipment and motor vehicle;
3. Prepare estimate of bill of materials for proposed plumbing, electrical and building maintenance and upgrading projects
4. Conducts maintenance and minor repairs of plumbing & electrical system; and
5. Perform other related functions as may be assigned by immediate supervisor.

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: 11 NOVEMBER 2020

Deadline of submission: 18 NOVEMBER 2020

 JOCELYN E. BALDERRAMA, RPh, MBA Director II, Common Services Laboratory	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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