

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

**POSITION:** (1) ENGINEER II  
**PAY RATE:** SG 16 (Php 35,106.00/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

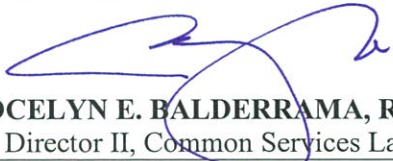

**Job Description:**

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:** 02 March 2021  
**Deadline of submission:** 04 March 2021

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