

NOTICE OF VACANCY (Plantilla Position)

Administrative and Finance Service – General Services Division

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-D OHB-A DAS3-7 2-2004	Administrative Assistant III (Mechanic III)	9	Php 20,340	Education: High School Graduate (This includes Graduates of High School under the old and new Curriculum (Senior High School) or Completion of relevant Vocational/Trade course Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Mechanic III (less than 250 volts) (Automotive Servicing) (MC No. 10, s. 2013-Cat. II)

End User’s Preference:

Education: High School Graduate (This includes Graduates of High School under the old and new Curriculum (Senior High School) or Completion of relevant Vocational/Trade course
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Mechanic III (less than 250 volts) (Automotive Servicing) (MC No. 10, s. 2013-Cat. II)

Job Description:

1. Overhaul, repair, assemble and adjust hydraulic systems and brake systems, transmission and other similar mechanisms and service vehicles and other equipment;
2. Troubleshoot motor knocks and mechanical failures, conduct inventory of spare parts, prepares requisition of spare parts and test and evaluates completed work and is responsible for the quality of repairs;
3. Transport the Directors, Officials and Staff on official travels;
4. Maintain and ensures serviceability of the vehicle;
5. Schedule Preventive Maintenance of FDA Official Vehicles;
6. Ensure FDA vehicle insurance in the GSIS;
7. Process registration of FDA Official Vehicles with LTO;
8. Perform other related functions as may be assigned.

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FDA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 3, 5, 6, and 7 listed hereunder, to the FDA-Human Resource Development Division (HRDD). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for. Further, please be advised that those employees with at least Very Satisfactory (VS) rating in the last two (2) Performance Rating periods shall be considered for promotion.

Other interested applicants shall submit the following documents to Food and Drug Administration – Human Resource Development Division for initial documentary review and evaluation:

- 1. Application Letter with the specific position applied for (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) 1 copy (downloadable at www.fda.gov.ph/about/careers)
- 4. Civil Service (CS) Eligibility/ Board Rating & valid Professional Regulation Commission (PRC) ID;
- 5. Diploma in any relevant Master’s/ Bachelor’s Degree and Transcript of Records;
- 6. Performance Rating for the last two (2) rating periods (for government employees);
- 7. Certificates of trainings attended; and
- 8. Latest Appointment and Service Record/Certificate of Employment. (FDA Contract of Service Personnel are not required to submit this document)

Note:

- 1. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 4, 5, and 6 the soonest time, in case of appointment to the position applied for.
- 2. Applicants are limited to apply up to two (2) vacant positions only.

**Online submission of applications are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 14 NOV 2022
Deadline of Submission: 24 NOV 2022

Prepared by:	Approved by:
 JULIE L. ALVARA, RN, MBA CAO, Human Resource Development Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management