

NOTICE OF VACANCY (Plantilla Position)
Center for Device Regulation Radiation Health and Research

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ENG2-13-2000	Engineer II	16	Php 39,672	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 Preference:

Education: Bachelor's degree in Electrical Engineering
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: RA 1080
Attitude/Values: With good moral character, detail - oriented, ability to work with minimal supervision and preferably willing to work on extended hours

Job Description:

1. Participates in the development of policies, standards, and/or regulations for health device products and establishments;
2. Participates in the development, execution and coordination of different plans and programs;
3. Prepare technical drawings, specifications of electrical systems, or topographical maps to ensure that installation and operations conform to standards and customer requirements;
4. Inspect completed installations and observe operations to ensure conformance to design equipment specifications and compliance with operational, safety, environmental standards;
5. Design electrical system or components that minimize electric energy requirements, such as lighting systems design to account for natural lighting;
6. Prepare specifications for purchases of electrical materials or equipment;
7. Estimate labor, materials, or construction costs for budget preparation purposes;
8. Plans and oversees the implementation of maintenance activity of buildings and facilities with regards to electrical works;
9. Compile data and write reports regarding existing or potential electrical engineering studies or projects;
10. Operate computer aided design software or equipment to perform engineering task; and
11. 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:


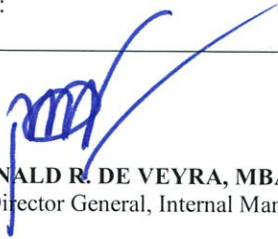
- 1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- 2. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at 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, if any (in case of managerial/ supervisory trainings for the last 5 years); and
- 8. Latest Appointment and Service Record/Certificate of Employment. (FDA Job Order Personnel need not 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 is now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 21 FEB 2023
Deadline of Submission: 03 MAR 2023

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