

**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
<b>Product Research and Standards Development Division</b>					
1	OSEC-DOHB-ENG3-50-2021	Engineer III	19	Php 51,357	<b>Education:</b> Bachelor’s Degree in Engineering relevant to the job <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> RA 1080

**End User’s Preference:**

- Education:** Bachelor's Degree in Engineering preferably Civil Engineering
- Experience:** At least two (2) years relevant experience in repair and maintenance of building, offices and facilities
- Training:** At least sixteen (16) hours 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. Assesses weekly billings/accomplishment reports submitted by contractors to validate correctness for payment purposes by conducting actual evaluation of unit/s.
2. Prepares weekly accomplishment reports and other documents for updating purposes by actual site verification
3. Plans, design and oversee construction and maintenance of building structure and infrastructure; and,
4. Perform other related functions as may be assigned by immediate supervisor
5. Prepare estimate of bill of materials for proposed plumbing, electrical and building maintenance and upgrading projects
6. Perform other related functions as may be assigned by immediate supervisor

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](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 6 copies (downloadable at [www.fda.gov.ph/about/careers](http://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](http://www.fda.gov.ph/about/careers))*

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

Prepared by:	Approved by:
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