

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Alabang Testing and Quality Assurance Laboratory

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-ENG2-15-2020	Engineer II	16	Php 39,672	<b>Education:</b> Bachelor's Degree in Engineering relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 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 1 year of relevant experience in repair and maintenance of building, offices and facilities
- Training:** 4 hours of relevant training
- Eligibility:** RA 1080

Job Description:

1. Assists in overall execution of project and project coordination;
2. Assists in preparation of monthly project status reports;
3. Assists in preparation of construction schedule;
4. Conducts daily site inspection to ensure the correct work implementation based on the approved plans and specifications in line with the standard construction guidelines;
5. Prepares weekly accomplishment reports and other documents for updating purposes by actual site verification;
6. Conducts preventive maintenance of the building, office equipment and motor vehicle;
7. Prepare estimate of bill of materials for proposed plumbing, electrical and building maintenance and upgrading projects;
8. Conducts maintenance and minor repairs of plumbing & electrical system; and,
9. 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 addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Four (4) 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 1 copy (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;
- 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 are 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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