

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) ENGINEER II
PAY RATE: SG 16 (Php36, 628.00/month)
OFFICE : AFS-General Service Division

QUALIFICATION STANDARD	
Education	Bachelors' 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: Must be a licensed sanitary Civil Engineer
- Experience: At least two (2) years working experience in repair and maintenance of building, offices and facilities
- Training: At least four (4) hours of relevant training.


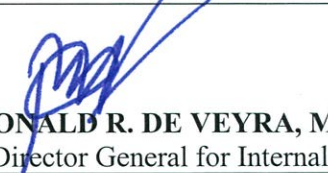
Job Description:

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.
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. Performs other related functions as maybe assigned by the 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: 15 FEB 2023
Deadline of submission: 22 FEB 2023

 MANUEL G. GUEVARA, MPA CAO, General Services Division	 ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
---	---