

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Cebu 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-ENG2-14-2020	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 Engineering preferably Civil, Electrical, or Mechanical Engineering

Experience : At least one (1) year of relevant experience, preferably in the implementation of ISO/IEC 17025:2017 or compliance with ISO/IEC 17025:2017 and ISO 9001:2015 Quality Management Systems; repair and maintenance of building, offices, and facilities; handling technical laboratory equipment; writing technical reports; with proficiency on Microsoft Office Suite.

Training : At least four (4) hours of relevant training preferable on:

- Troubleshooting on laboratory instrumentation
- Basic orientation on Elements of ISO 17025 Quality Management System requirements

Eligibility : RA 1080 with valid license

Job Description:

1. Acts as the maintenance engineer and Pollution Control and Waste Management Officer of CSL-CTQAL;
2. Conducts preventive maintenance of the building, office equipment, and motor vehicle;
3. Prepares estimates of bill of materials for proposed plumbing, electrical, and building maintenance and upgrading projects;
4. Conducts maintenance and minor repairs of plumbing & electrical system;

- 5. Participates in the development of standards and regulations related to laboratory;
- 6. Undertakes when appropriate, oversight/audit of related researches that would ensure safety, efficacy, and quality of laboratory premises and equipment;
- 7. Conducts technology assessment and data analysis;
- 8. Performs other related functions 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:


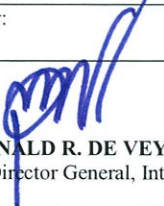
- 1. Application Letter addressed to FDA Director General with the specific position applied for and Item Number;
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 1 copy (downloadable at www.fda.gov.ph/about/careers)
- 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, 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)*

Date of Posting: 05 MAY 2023
Deadline of Submission: 15 MAY 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