

NOTICE OF VACANCY (Plantilla Position)

Common Services Laboratory – Davao 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-ENG2-13-2020	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; policy and standard development and research including technology assessment; 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-DTQAL;
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:


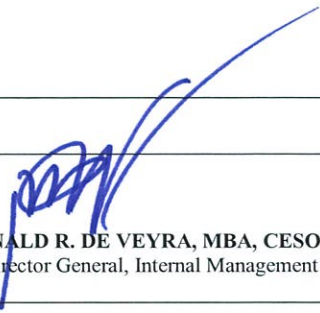
- 1. Application Letter addressed to FDA Director General with the specific position applied for, Center/Office and Division assignment and Item Number;
- 2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at www.csc.gov.ph);
- 3. Any Proof of Eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System [CSEVS], Professional Regulation Commission’s [PRC]’s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer’s List or other sites as may be applicable);
- 4. Copy of valid NBI Clearance
- 5. Photocopy of Diploma in any relevant Bachelor’s Degree/Masters of Law/Bachelors Degree of Law and Transcript of Records (TOR);
- 6. Latest Performance Rating available (applicable for government employees only);
- 7. Certificates of trainings attended
- 8. Latest copy of Appointment Paper, Service Record and Certificate of Employment. (FDA employees and Contract of Service (COS) personnel are not required to submit this document)

Note:

- 1. Applicants may also hand in or send through courier their application at Food and Drug Administration - Human Resource Development Division, Filinvest Corporate City, Civic Drive, Alabang Muntinlupa City;
- 2. Applicants are advised to secure certified true copies/ authenticated copies of documents specified in item numbers 5 and 6 the soonest time, in case of appointment to the position applied for;
- 3. Applicants are only limited to apply for up to two (2) vacancies in Contract of Service Positions and Plantilla Positions respectively; and
- 4. Applications with incomplete documents shall not be entertained.

**Online submission of applications are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 07 SEP 2023
Deadline of Submission: 17 SEP 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