

NOTICE OF JOB VACANCIES (JOB ORDER)

November 25, 2021

Position : **ARCHITECT I and CIVIL ENGINEER I (For NCR Station)
(Job Order)**
of Position : **Two (2) = One (1) Architect and One (1) Civil Engineer**
Salary : **P26,052.00 (plus premium of 5% basic salary)**

Minimum Educational Requirements :

Educational Requirement : Bachelor's Degree in Architecture
: Bachelor's Degree in Civil Engineering
Experience : One (1) year relevant experience
Training : Four (4) hours relevant training
Eligibility : RA 1080

Functions for Architect :

1. Monitors on-going construction of HFEP facilities and similar projects;
2. Prepares detailed architectural design drawing using CADD;
3. Inspect Bureau of Quarantine sites;
4. Prepares schematic plans;
5. Electronically renders perspective drawings;
6. Prepares in-cost estimates preparations;
7. Performs such other functions as assigned by the Medical IV, Director III and/or the Director IV

Functions for Civil Engineer:

1. Monitors on-going construction of HFEP facilities and similar projects;
2. Conduct site inspection for projects;
3. Prepares formal contract documents such in-cost estimates, scope of works and technical specifications;
4. Reviews constructions schedules, monitors actual accomplishment s and reviews request for time extensions submitted by the contractor;
5. Knowledge in structural design and analysis is an advantage
6. Performs such other functions as assigned by the Medical IV, Director III and/or the Director IV

Bureau of Quarantine encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities irrespective of sexual orientation and gender identities to apply.

Required documents:

1. Application Letter addressed to Dr. FERDINAND S. SALCEDO, MPH, CESO IV – Director IV
2. Two (2) copies of duly accomplished Personal Data Sheet (PDS); and
3. NBI Clearance
4. Copy of PRC ID

Deadline of Application : December 4, 2021

Prepared by :


WILMA D. JIMENEZ
OIC, Human Resource Section

Noted by:


FERDINAND S. SALCEDO, MD, MPH, CESO IV
Director IV

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