

NOTICE OF JOB VACANCY (JOB ORDER)

April 20, 2022

Position : **CIVIL ENGINEER I (For NCR Station)**
(Job Order)
of Position : **One (1) Civil Engineer**
Salary : **P25,439.00 (plus premium of 5% basic salary)**

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 accomplishments 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 : April 30, 2021

Prepared by :

WILMA D. JIMENEZ
Administrative Officer V
Human Resource Section

Noted by:

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

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