

Food and Drug Administration  
Department of Health  
Filinvest Civic Drive, Alabang, Muntinlupa City

NOTICE OF VACANCY (Plantilla Position)

Center for Drug Regulation and Research  
Licensing and Registration Division

| Number of Vacancy | Item Number                 | Position Title                   | Salary Grade | Basic Monthly Salary | Civil Service Commission (CSC) Minimum Qualification Standard   |
|-------------------|-----------------------------|----------------------------------|--------------|----------------------|---|
| 10                | OSEC-DOHB-FDRO3-1-2009      | Food-Drug Regulation Officer III | 18           | Php 45,203           | <b>Education:</b> Bachelor's Degree relevant to the job<br><b>Experience:</b> 2 years of relevant experience<br><b>Training:</b> 8 hours of relevant training<br><b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility |
|                   | OSEC-DOHB-FDRO3-24-2000     |                                  |              |                      |   |
|                   | OSEC-DOHB-FDRO3-29-2000     |                                  |              |                      |   |
|                   | OSEC-DOHB-FDRO3-35-2000     |                                  |              |                      |   |
|                   | OSEC-DOHB-FDRO3-510101-2015 |                                  |              |                      |   |
|                   | OSEC-DOHB-FDRO3-510103-2015 |                                  |              |                      |   |
|                   | OSEC-DOHB-FDRO3-32-2021     |                                  |              |                      |   |
|                   | OSEC-DOHB-FDRO3-33-2021     |                                  |              |                      |   |

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|  | OSEC-<br>DOHB-<br>FDRO3-34-<br>2021 |  |  |  |  |
|  | OSEC-<br>DOHB-<br>FDRO3-35-<br>2021 |  |  |  |  |

**End User’s Preference:**

- Education:** Bachelor’s degree relevant to the job  
Preferably:  
**\*For Licensing Section:**  
Graduate of Pharmacy and any Bachelor’s Degree relevant to the job.
- Experience:** **Two (2)** years of relevant experience  
**\*Preferably for Licensing and Registration Division:**  
- Experience in evaluation of applications for licensing and registration; experience in inspection
- Training:** **Eight (8)** hours of relevant training  
**Licensing:** Licensing process and requirements, GXP’s (Good Manufacturing Practice, Good Distribution and Storage Practice, Good Clinical Practice)  
**Registration:** Drug registration process and requirements: Labelling, API & FPP Assessment, Stability BA/BE, Manufacturing Process Validation, Analytical Method Validation, Variation; GXP’s
- Eligibility:** CS Professional (for non-board courses only) and/or Republic Act (RA) 1080

**Job Description:**  
**Licensing and Registration Division - *Licensing Section***

1. Evaluate and process applications for license-to-operate.
2. Provide technical assistance regarding license-to-operate to staff and stakeholders.
3. Participate in the development of policies, guidelines and operational procedures in licensing drug establishments.
4. Participate in the development of systems related to licensing of drug establishments.
5. Participate in strengthening of intra/inter collaboration related to accreditation/licensing and monitoring of drug establishments.
6. Perform other related functions as may be assigned.

**Licensing and Registration Division - *Registration Section***

1. Review and process applications related to drug product registration.
2. Participate in the development of systems on product registration.
3. Participate in development policies, guidelines and operational procedures on registration of products under CDRR jurisdiction.
4. Provide technical assistance related to product registration to staff and stakeholders.
5. Assist in establishing inter/intra collaboration in the registration of drugs.
6. Perform other related functions as 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 with the specific position applied for (Please indicate Item Number);

- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
- 3. Qualification Profile (Annex 1) in 1 copy (downloadable at [www.fda.gov.ph/about/careers](http://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 (in case of managerial/ supervisory trainings for the last 5 years); and
- 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 is now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 30 AUG 2022  
**Deadline of Submission:** 09 SEP 2022

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| Prepared by:   | Approved by:   |
| <div>JULIE L. ALVARA, RN, MBA<br/>CAO, Human Resource Development Division</div> | <div>ATTY. RONALD R. DE YEYRA, MBA, CESO II<br/>Deputy Director General, Internal Management</div> |