

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
1	OSEC-DOHB-LIOF4-36-2021	Licensing Officer IV	22	Php 69,963	<b>Education:</b> Bachelor's Degree <b>Experience:</b> 3 years of relevant experience <b>Training:</b> 16 hours of relevant training <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:** Bachelor's Degree relevant to the job
- Experience:** **Four (4)** years' experience on the licensing functions; and has experience in a supervisory work and/or assigned position as Section Officer-in-Charge (OIC)
- Training:** **Sixteen (16)** hours relevant training on the licensing processes; training/seminar on relevant Regulatory and Good Practices (GxPs) such as but not limited to Good Distribution Practices (GDP)/Good Storage Practices (GSP) and Good Manufacturing Practices (GMP); and has attended a training/seminar on management of human resource in a supervisory level
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility or RA 1080

Job Description:

1. Supervise/monitor the licensing functions and performance of licensing staff
2. Review and recommend for approval, papers and documents relative to licensing
3. Initiate and recommend in the development of systems on licensing and regulatory practices
4. Develop policies, guidelines and operational procedures on licensing and good regulatory Practices
5. Provide technical assistance/advisory services related to licensing of drug establishments
6. Establish inter/intra collaboration in the monitoring of licensed establishments
7. Develop researches on good regulatory practices in line with the licensing of establishments
8. Develop/recommend plan of actions for the capacity building of licensing staff
9. Perform other related functions as maybe 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:


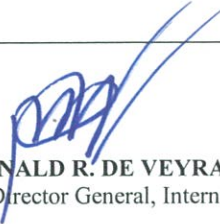
1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification Profile (Annex 1) (1 copy) (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

Prepared by:	Approved by:
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