

NOTICE OF VACANCY (Plantilla Position)
Center for Device Regulation Radiation Health and Research

Number of Vacancy	Item Number	Position Title	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
Licensing and Registration Division					
2	OSEC-D OHB-LI OF2-31- 2021 OSEC-D OHB-LI OF2-32- 2021	Licensing Officer II	15	Php 35,097	Education: Bachelor's degree Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:** Bachelor's degree relevant to the job
Preferably graduate of Engineering courses (ChE, EE, ECE, ME, CpE), Medical Technology, Nursing, Physical Therapy, Radiologic Technology, Dentistry, Chemistry, and other allied medical courses
- Experience:** With one (1) year relevant experience in medical device regulation
- Training:** 4 hours of relevant training
- Eligibility:** CSC Professional or RA1080 for courses that require board examination
- Attitude/Values:** With good moral character, detail - oriented, ability to work with minimal Supervision and preferably willing to work on extended hours

Job Description:

1. Pre-evaluates applications for registration of devices.
2. Reviews and evaluates applications for licensing of l device establishments and registration of low-medium risk medical devices.
3. Attends to email inquiries, telephone and walk-in referrals/products inquiries/complaints and application related matters.
4. Assists in the development of systems and procedures in the registration and licensing of devices.
5. Provides technical assistance related to licensing and registration based on the standards and existing rules and regulations set by FDA.
6. Performs 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:


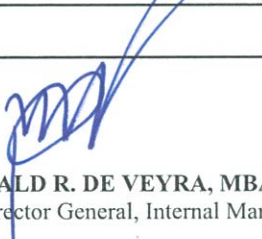
- 1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
- 2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at www.csc.gov.ph);
- 3. Qualification Profile (Annex 1) in 1 copy (downloadable at www.fda.gov.ph/about/careers)
- 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 are now accepted. (www.fda.gov.ph/about/careers)*

Date of Posting: 31 AUG 2022
Deadline of Submission: 10 SEP 2022

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