

NOTICE OF VACANCY (Plantilla Position)

Field Regulatory Operations Office – South Luzon Cluster

Number of Vacancy	Item Number	Position Title & Place of Assignment	Salary Grade	Basic Monthly Salary	Civil Service Commission (CSC) Minimum Qualification Standard
1	OSEC-DOHB-LIOF3-510095-2015	Licensing Officer III (South Luzon Cluster – Region V)	18	Php 45,203	<b>Education:</b> Bachelor's degree <b>Experience:</b> 2 years of relevant experience <b>Training:</b> 8 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  
**For Licensing:** preferably Bachelor of Science in Pharmacy, Medical Technology and Chemistry.
- Experience:** **For Licensing:** 2 years of relevant experience (preferably licensing evaluator for two (2) years in any of the mandated health products' establishments and preferably computer literate)
- Training:** 8 hours of relevant training (preferably three (3) hours of Good Distribution Practice Training and three (3) hours of Good Manufacturing Practice Training, & two (2) hours Technical Writing
- Eligibility:** CS Professional (for non-board courses only) or Republic Act (RA) 1080

Job Descriptions:

1. Reviews licensing documents based on the checklist for further endorsement;
2. Develops operational procedures for the licensing process in line with the standards and guidelines of FDA;
3. Prepares plan of action, statistical and accomplishment reports, implementation of training programs; and capacity-building activities;
4. Prepares referrals and communication letters for endorsement to the respective centers/offices/ external clients;
5. Testifies before any judicial/quasi-judicial bodies as government witness;
6. Updates the master list of establishments within the assigned area;
7. Provides technical assistance/guidance to Food-Drug Regulation Officers (FDROs) under his/her supervision in relation to licensing;
8. Conducts competency assessment of evaluators based on the set competency standards;
9. Coordinates/ collaborates with internal and external clients by attending meetings / seminars / workshops / for a relative to licensing; and
10. Performs other 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:


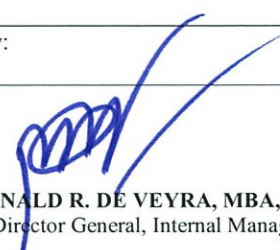
1. Application Letter with the specific position applied for addressed to FDA Director General (Please indicate Item Number);
2. Four (4) sets of duly accomplished Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification 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:** 03 NOV 2022  
**Deadline of Submission:** 13 NOV 2022

Prepared by:	Approved by:
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