

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
3	OSEC-DOHB-LIOF1-31-2021	Licensing Officer I	11	Php 25,439	Education: Bachelor’s Degree Experience: None required Training: None required Eligibility: Career Service (CS) Professional/ Second Level Eligibility
	OSEC-DOHB-LIOF1-32-2021				
	OSEC-DOHB-LIOF1-33-2021				

End User’s Preference:

Education: Bachelor’s Degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (CS) Professional/ Second Level Eligibility

Job Description:

- 1. Evaluate and process applications for License to Operate (LTO) and other certifications
- 2. Provide technical assistance to clients regarding licensing and other certifications
- 3. Prepare communications and other official documents relative to licensing
- 4. Assist in the development of policies, guidelines, standards and system/operation procedures in licensing of drug establishments
- 5. 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.