

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-LIOF3-34-2021	Licensing Officer III	18	Php 46,725	Education: Bachelor's Degree Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Career Service (CS) Professional/ Second Level Eligibility

End User's Preference:

- Education:** Bachelor's Degree relevant to the job
- Experience:** Two (2) years experiences on the licensing processes particularly in the evaluation of applications for the issuance of Licenses to Operate
- Training:** Eight (8) hours relevant training on the licensing processes and 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)
- Eligibility:** Career Service (CS) Professional/ Second Level Eligibility or RA 1080

Job Description:

1. Review licensing documents based on the guidelines for further endorsement
2. Assist in the evaluation and processing of applications for License to Operate (LTO) and other certifications
3. Provide technical assistance to other Licensing Officers and clients regarding licensing processes and requirements
4. Prepare communications and/or referrals relative to licensing
5. Participate in the development of policies, guidelines and operational procedures in licensing of drug establishments and regulatory practices
6. Participate in the development of systems related to licensing of drug establishments and good regulatory practices
7. Participate in strengthening of intra-inter collaboration related to accreditation/licensing and monitoring of drug establishments
8. 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) with Work Experience Sheet (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: 19 JUN 2023
Deadline of Submission: 29 JUN 2023

Prepared by:	Approved by:
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