

**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-LIOF2-30-2021	Licensing Officer II	15	Php 36,619	<b>Education:</b> Bachelor's Degree <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 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:** **One (1)** year experience on the Licensing processes particularly in the evaluation of applications for the issuance of License to Operate
- Training:** **Four (4)** 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

**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. Participate in the development of policies, guidelines and operational procedures in licensing of drug establishments and regulatory practices
4. Assist in the development of systems related to licensing of drug establishments and good regulatory practices
5. Assist in strengthening of intra-inter collaboration related to accreditation/licensing and monitoring of drug establishments
6. 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 addressed to FDA Director General with the specific position applied for and Item Number;
2. Four (4) sets of duly accomplished and **notarized** Personal Data Sheet (CS Form 212) with attached Work Experience Sheet (Attachment to CS Form No. 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Any Proof of Eligibility (Report of Rating/License/Certificate of Eligibility/Eligibility Card (photo copy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System [CSEVS], Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List of other sites as may be applicable);
4. Copy of valid NBI Clearance
5. Photocopy of Diploma in any relevant Bachelor's Degree/Masters of Law/Bachelors Degree of Law and Transcript of Records (TOR);
6. Latest Performance Rating available (for government employees);
7. Certificates of trainings attended
8. Latest copy of Appointment, Service Record/Certificate of Employment. (FDA Job Order Personnel need not submit this document)

**Note:**

1. Applicants may also hand in or send through courier their application at Food and Drug Administration – Human Resource Development Division, Filinvest Corporate City, Civic Drive, Alabang Muntlupa City;
2. Applicants must advised to secure certified true copies/authenticated copies of documents specified in item number 5 and 6 the soonest time, in case of appointment to the position applied for;
3. Applicants are only limited to apply for up to two (2) vacancies in Contract of Service Positions and Plantilla Positions respectively; and
4. Applications with incomplete documents shall not be entertained.

*\*Online submission of applications are now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

**Date of Posting:** 16 FEB 2024  
**Deadline of Submission:** 26 FEB 2024

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