

Food and Drug Administration  
Department of Health  
Filinvest Civic Drive, AlabangMuntinlupa City

**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 23,877	<b>Education:</b> Bachelor's Degree relevant to the job <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Career Service (CS) Professional/ Second Level Eligibility
	OSEC-DOHB-LIOF1-32-2021				
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**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.

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. Two (2) sets of duly accomplished Personal Data Sheet (CS Form 212) (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Qualification Profile (Annex 1) in 6 copies (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)



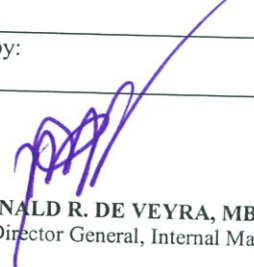
Note:

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 are now accepted. ([www.fda.gov.ph/about/careers](http://www.fda.gov.ph/about/careers))*

Date of Posting: 07 September 2021

Deadline of Submission: 17 September 2021

Prepared by:	Noted by:	Approved by:
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