

Republic of the Philippines
PHILIPPINE DRUG ENFORCEMENT AGENCY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE DRUG ENFORCEMENT AGENCY in the CSC website:

ELYVENSON D. PLAZA

HRMO

Date: December 10, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Director III	DIR3-35-2007	27	P123,839.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of Supervisory/ Management Training and Development	5 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility	Minimum required Proficiency Level as stated in CSC MC No 5 Series of 2016	RO 1
2	Director II	DIR2-14-2007	26	P109,593.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of Supervisory/ Management Training and Development	5 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility	Minimum required Proficiency Level as stated in CSC MC No 5 Series of 2016	RO 2
3	Director II	DIR2-26-2007	26	P109,593.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of Supervisory/ Management Training and Development	5 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility	Minimum required Proficiency Level as stated in CSC MC No 5 Series of 2016	RO MIMAROPA
4	Director II	DIR2-27-2007	26	P109,593.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of Supervisory/ Management Training and Development	5 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility	Minimum required Proficiency Level as stated in CSC MC No 5 Series of 2016	RO 9

5	Planning Officer V	PLO5-29-2007	24	P85,074.00	Master's Degree	24 hours of training in Management and Supervision	4 years in position/s involving Management and Supervision	Career Service (Professional) Second Level Eligibility	24 hours of training in Management and Supervision	POS
6	Attorney IV	ATY4-28-2007	23	P75,359.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		BARMM
7	Internal Auditor IV	IAUD4-29-2007	22	P66,867.00	Bachelor's Degree Relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		ODG
8	Investigation Agent III	INVA3-61-2018	22	P66,867.00	Bachelor's Degree Relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		RO 11
9	Administrative Officer V (HRMO III)	ADOF5-43-2007	18	P42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		RO 7
10	Investigation Agent I	INVA1-24-2007	18	P42,159.00	Bachelor's Degree Relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		POS/SES
11	Computer Programmer II	COMPRO2-77-2007	15	P32,053.00	Bachelor's Degree Relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		IIS
12	Intelligence Officer II	INTEL02-89-2007	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		RO 10
13	Chemist I	CMT1-111-2007	11	P22,316.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	None Required	None Required	RA 10657 (Chemistry Profession Act)		RO 8

14	Chemist I	CMT1-85-2007	11	P22,316.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	None Required	None Required	RA 10657 (Chemistry Profession Act)		CAR
15	Intelligence Officer I	INTEL01-100-2007	11	P22,316.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	None Required	None Required	RA 10657 (Chemistry Profession Act)		RO 2
16	Intelligence Officer I	INTEL01-119-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO MIMAROPA
17	Intelligence Officer I	INTEL01-129-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO MIMAROPA
18	Intelligence Officer I	INTEL01-152-2018	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 12
19	Intelligence Officer I	INTEL01-158-2018	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 13
20	Intelligence Officer I	INTEL01-402-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO-NCR
21	Intelligence Officer I	INTEL01-44-2018	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 3
22	Training Specialist I	TRNSP1-94-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		ACAD

23	Administrative Assistant II (Disbursing Officer II)	ADAS2-32-2007	8	P17,505.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RO 3
24	Administrative Assistant II (Disbursing Officer II)	ADAS2-69-2007	8	P17,505.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RO 8
25	Administrative Assistant II (Property Custodian II)	ADAS2-61-2007	8	P17,505.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RO 7
26	Internal Auditing Assistant	IAAS-33-2007	8	P17,505.00	Bachelor's Degree	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		ODG
27	Administrative Assistant I (Secretary I)	ADAS1-45-2007	7	P16,458.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		RO 12
28	Prison Guard II	PRISG2-65-2007	7	P16,458.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		RO 11
29	Administrative Aide VI (Comm. & Equipt. Operator II)	ADA6-16-2007	6	P15,524.00	Completion of 2 years in college or High School graduate with relevant vocational/ trade course	None Required	None Required	Communications Equipment Operator (MC 10 series 2013 - Cat II)		RO 2
30	Administrative Aide III (Driver I)	ADA3-32-2007	3	P13,019.00	Elementary Graduate	None Required	None Required	Driver's License (MC 11 s 96 Cat III)		BARMM

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **December 22, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ELYVENSON D. PLAZA

Acting Director, HRMS

Pinyahan, Quezon City

pdearecruitment@outlook.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. ONLY SHORTLISTED APPLICANTS WILL BE NOTIFIED.