

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:

DIR II RESTIE R LAMORENA

HRMO

Date: February 18, 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 | Attorney III | ATY3-4-2016 | 21 | P59,353.00 | Bachelor of Laws | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | | LPS |
| 2 | Admin Officer V (HRMO III) | ADOF5-26-2007 | 18 | P42,159.00 | Bachelor's Degree | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level Eligibility | | AHRS |
| 3 | Admin Officer V (HRMO III) | ADOF5-27-2007 | 18 | P42,159.00 | Bachelor's Degree | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level Eligibility | | AHRS |
| 4 | Admin Officer IV (Budget Officer II) | ADOF4-30-2007 | 15 | P32,053.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | FMS |
| 5 | Admin Officer III (Records Officer II) | ADOF3-30-2007 | 14 | P29,277.00 | Bachelor's Degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | | AHRS |

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|----|--|----------------|----|------------|---|---------------|---------------|---|--|-------|
| 6 | Information Officer I | INFO1-35-2007 | 11 | P22,316.00 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | | POS |
| 7 | Planning Officer I | PLO1-89-2007 | 11 | P22,316.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | POS |
| 8 | Admin Officer II (AO I) | ADOF2-2-2007 | 11 | P22,316.00 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | | AHRS |
| 9 | Chemist I | CMT1-84-2007 | 11 | P22,316.00 | BS Chemistry or an allied degree with at least 60 units in professional chemistry subject | None Required | None Required | RA 10657 (Chemistry Profession Act) | | LS |
| 10 | Chemist I | CMT1-86-2007 | 11 | P22,316.00 | BS Chemistry or an allied degree with at least 60 units in professional chemistry subject | None Required | None Required | RA 10657 (Chemistry Profession Act) | | CAR |
| 11 | Information Officer I | INFO1-36-2007 | 11 | P22,316.00 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | | PECIS |
| 12 | Statistician I | STAT1-240-2007 | 11 | P22,316.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | POS |
| 13 | Admin Officer II (HRMO I) | ADOF2-4-2018 | 11 | P22,316.00 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | | AHRS |
| 14 | Admin Officer I (Record Officer I) | ADOF1-16-2007 | 10 | P20,219.00 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | | RO 6 |
| 15 | Administrative Assistant I (Secretary I) | ADAS1-24-2007 | 7 | P16,458.00 | Completion of two years studies in college | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility | | RO 6 |

| | | | | | | | | | | |
|----|--|---------------|---|------------|--|---------------|---------------|---|--|-------|
| 16 | Administrative Assistant I (Photographer II) | ADAS1-25-2007 | 7 | P16,458.00 | High School Graduate or Completion of relevant vocational/trade course | None Required | None Required | CSC MC 11 Category II | | ODG |
| 17 | Administrative Assistant I (Secretary I) | ADAS1-39-2007 | 7 | P16,458.00 | Completion of two years studies in college | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility | | IIS |
| 18 | Administrative Aide VI (Storekeeper II) | ADA6-40-2007 | 6 | P15,524.00 | Completion of two years studies in college | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility | | LMS |
| 19 | Communication Affairs Assistant I | CAA1-70-2007 | 5 | P14,641.00 | Completion of two years studies in college | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility | | PECIS |

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 March 2, 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:

DIR III RESTIE R LAMORENA

Acting Director, AHRS

PDEA Bldg NIA Northside Road National
Government Center Brgy Pinyahan Quezon City

pdea_ahrs1@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

