

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:

ATTY ROSELYN A BORJA, CPA

**HRMO**

Date: July 1, 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	DIR3-36-2007	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 8
2	Director II	DIR2-28-2007	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	NCR
3	Chemist V	CMT5-88-2007	24	P85,074.00	BS Chemistry or an allied degree with at least 60 units in professional chemistry subject	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of Supervisory/management Experience	RA 10657 (Chemistry Profession Act)		LS

4	Investigation Agent V	INVA5-28-2007	24	P85,074.00	Master's Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management training and development relevant to investigation	4 years of Supervisory/management Experience	Career Service (Professional) Second Level Eligibility		RO 1
5	Investigation Agent V	INVA5-26-2007	24	P85,074.00	Master's Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management training and development relevant to investigation	4 years of Supervisory/management Experience	Career Service (Professional) Second Level Eligibility		RO 13
6	Investigation Agent V	INVA5-10-2007	24	P85,074.00	Master's Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management training and development relevant to investigation	4 years of Supervisory/management Experience	Career Service (Professional) Second Level Eligibility		BARMM
7	Investigation Agent V	INVA5-13-2007	24	P85,074.00	Master's Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management training and development relevant to investigation	4 years of Supervisory/management Experience	Career Service (Professional) Second Level Eligibility		RO 5
8	Attorney IV	ATY4-28-2010	23	P75,359.00	Bachelors of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		LPS
9	Attorney IV	ATY4-16-2007	23	P75,359.00	Bachelors of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		RO 6
10	Attorney IV	ATY4-26-2007	23	P75,359.00	Bachelors of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		RO 9
11	Admin Officer V (HRMO III)	ADOF5-42-2007	18	P42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		RO-NCR
12	Administrative Officer V (HRMO III)	ADOF5-1-2018	18	P42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		AHRS
13	Intelligence Officer III	INTEL03-34-2007	18	P42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		IIS

14	Accountant II	A2-1-2019	16	P35,106.00	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 years of relevant experience	RA 1080		FMS
15	Accountant II	A2-2-2019	16	P35,106.00	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 years of relevant experience	RA 1080		FMS
16	Accountant II	A2-3-2019	16	P35,106.00	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 years of relevant experience	RA 1080		FMS
17	Planning Officer II	PLO2-34-2007	15	P32,053.00	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		POS
18	Intelligence Officer II (Intelligence Analyst)	INTEL02-75-2007	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		IIS
19	Special Investigator II	SPI2-21-2007	15	P32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		RO 11
20	Special Investigator II	SPI2-25-2007	15	P32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		ARMM
21	Special Investigator II	SPI2-34-2007	15	P32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		RO 4-A
22	Administrative Officer IV	ADOF4-4-2020	15	P32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		FMS

23	Administrative Officer IV	ADOF4-5-2020	15	P32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		HRMS
24	Administrative Officer IV	ADOF4-6-2020	15	P32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		HRMS
25	Admin Officer III (Supply Officer II)	ADOF3-34-2007	14	P29,277.00	Bachelor's Degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		ALMS
26	Legal Assistant II	LEA2-30-2007	12	P24,495.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other Allied Courses	4 hours of relevant training	None Required	Career Service (Professional) Second Level Eligibility		IAS
27	Admin Officer II (Financial Analyst I)	ADOF2-7-2007	11	P22,316.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		FMS
28	Admin Officer II (Financial Analyst I)	ADOF2-8-2007	11	P22,316.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		FMS
29	Intelligence Officer I	INTEL01-67-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		BARMM
30	Intelligence Officer I	INTEL01-213-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 5
31	Intelligence Officer I	INTEL01-81-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		BARMM
32	Intelligence Officer I	INTEL01-347-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 1

33	Intelligence Officer I	INTEL01-461-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 12
34	Intelligence Officer I	INTEL01-372-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		CAR
35	Admin Asst II (Property Custodian II)	ADAS2-45-2007	8	P17,505.00	Completion of two years' studies in college	4 hours of relevant training	1 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility		LMS
36	Admin Asst II (Property Custodian II)	ADAS2-17-2007	8	P17,505.00	Completion of two years' studies in college	4 hours of relevant training	1 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility		RO 6
37	Administrative Assistant I (Secretary I)	ADAS1-22-2007	7	P16,458.00	Completion of two years' studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		AHRS
38	Administrative Assistant I (Secretary I)	ADAS1-46-2007	7	P16,458.00	Completion of two years' studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		RO 8

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 July 14, 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](http://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:

ATTY ROSELYN A BORJA, CPA  
Director, HRMS  
PDEA Building NIA Northside National  
[ahrs@pdea.gov.ph](mailto:ahrs@pdea.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. ONLY SHORT LISTED APPLICANT WILL BE NOTIFIED