

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:

ANN SHERYL B PINEDA

HRMO

Date: March 4, 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	Administrative Officer IV	ADOF4-2-2020	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		FMS
2	Administrative Officer IV	ADOF4-3-2020	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		FMS
3	Administrative Officer II (Budget Officer I)	ADOF2-5-2020	11	P22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		FMS
4	Administrative Assistant III (Assistant Statistician)	ADAS3-7-2020	9	P18,763.00	Completion of Two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		FMS

5	Administrative Assistant III (Senior Bookkeeper)	ADAS3-5-2020	9	P18,763.00	Completion of Two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		FMS
6	Administrative Assistant III (CEO III)	ADAS3-6-2020	9	P18,763.00	Completion of Two years studies in College or High School Graduate with relevant vocational/trade school	4 hours of relevant training	1 year of relevant experience	CSC MC 11 category II		FMS

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 15, 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:

DIRIII RESTIE R LAMORENA

Director

PDEA Bldg NIA Northside Rd Nat'l
Government Center Brgy Pinyahan QC

pdea_ahrs1@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.