

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 III RESTIE R LAMORENA

HRMO

Date: June 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	Administrative Assistant II (Disbursing Officer II)	ADAS2-28-2007	8	P17,505.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		MIMAROPA
2	Prison Guard II	PRISG2-109-2007	7	P16,458.00	Completion of 2 years' studies in college	None required	None required	CSC Sub-Professional or 1st Level Eligibility		RO IV-A
3	Administrative Aide VI (CEO II)	ADA6-23-2007	6	P15,524.00	Completion of two years studies in college	None Required	None Required	Communications Equipment Operator (MC No. 10 series of 2013-Cat II)		RO 5
4	Administrative Aide VI (CEO II)	ADA6-55-2008	6	P15,524.00	Completion of two years studies in college	None Required	None Required	Communications Equipment Operator (MC No. 10 series of 2013-Cat II)		NCR
5	Administrative Aide VI (CEO II)	ADA6-36-2009	6	P15,524.00	Completion of two years studies in college	None Required	None Required	Communications Equipment Operator (MC No. 10 series of 2013-Cat II)		RO IV-A

6	Administrative Aide VI (CEO II)	ADA6-57-2010	6	P15,524.00	Completion of two years studies in college	None Required	None Required	Communications Equipment Operator (MC No. 10 series of 2013-Cat II)	RO 7
7	Administrative Aide VI (CEO II)	ADA6-20-2011	6	P15,524.00	Completion of two years studies in college	None Required	None Required	Communications Equipment Operator (MC No. 10 series of 2013-Cat II)	RO 3
8	Administrative Aide VI (Electrician)	ADA6-44-2007	6	P15,524.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (MC No. 10 series 2013-Cat II)	ACAD
9	Administrative Aide III (Driver I)	ADA3-105-2007	3	P13,019.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96 - Cat II)	NCR
10	Administrative Aide III (Driver I)	ADA3-67-2007	3	P13,019.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96 - Cat II)	RO IV-A
11	Administrative Aide II (Messenger)	ADA2-57-2012	2	P12,276.00	Elementary School Graduate	None required	None required	None Required (MC 11 s. 96 Cat III)	RO 9

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 June 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:

DIR III RESTIE R LAMORENA

Director, HRMS

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

ahrs@pdea.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.