

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:

LOIDA B. MALANYAON

HRMO

Date: October 8, 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	Investigation Agent V	INVA5-29-2007	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-NCR
2	Investigation Agent V	INVA5-25-2007	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 9
3	Attorney IV	ATY4-21-2007	23	P59,353.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		RO 4-A
4	Supvg Admin Officer (Admin Officer IV)	SADOF-14-2007	22	P66,867.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		LAMS
5	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		HRMS
6	Admin Officer V (Cashier III)	ADOF5-32-2007	18	P42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		LAMS
7	Training Specialist III	TRNSP3-90-2007	18	P42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		ACAD
8	Investigation Agent I	INVA1-133-2018	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		RO 12
9	Intelligence Officer II	INTEL02-27-2007	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		POS/SES
10	Intelligence Officer II	INTEL02-188-2018	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		RO-NCR
11	Intelligence Officer II	INTEL02-102-2007	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		RO-NCR
12	Intelligence Officer II	INTEL02-91-2019	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		RO 4-A
13	Intelligence Officer II	INTEL02-110-2018	15	P32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		RO 8
14	Special Investigator II	SPI2-31-2007	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		RO 3
15	Chemist I	CMT1-122-2007	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)		RO 7

16	Chemist I	CMT1-112-2007	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)		RO 8
17	Intelligence Officer I	INTEL01-194-2018	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO-NCR
18	Intelligence Officer I	INTEL01-182-2018	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		CAR
19	Intelligence Officer I	INTEL01-290-2015	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 4-A
20	Intelligence Officer I	INTEL01-238-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 11
21	Intelligence Officer I	INTEL01-285-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 13
22	Intelligence Officer I	INTEL01-173-2018	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		BARMM
23	Intelligence Officer I	INTEL01-71-2007	11	P22,316.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		BARMM
24	Admin Asst II (Disbursing Officer II)	ADAS2-42-2007	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		FMS
25	Admin Asst II (Disbursing Officer II)	ADAS2-43-2007	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		FMS
26	Admin Asst II (Budgeting Assistant)	ADAS2-41-2007	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		FMS
27	Administrative Assistant I (Secretary I)	ADAS1-33-2007	7	P16,458.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		RO 4-A
28	Administrative Aide VI (Comm. & Equip. Operator II)	ADA6-19-2007	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 MIMAROPA
29	Process Server	PROCS-34-2007	5	P14,641.00	High School Graduate	None Required	None Required	None Required (MC 11 series 96 - Cat III)		IIS
30	Community Affairs Assistant I	CAA1-70-2007	5	P14,641.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) 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 **October 20, 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:

LOIDA B. MALANYAON

Officer-in-Charge, HRMS

Pinyahan, Quezon City

pderecruitment@outlook.com

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