

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:

ELYVENSON D. PLAZA

HRMO

Date: May 4, 2021

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 II	ADOF2-6-2020	11	P23,877.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		HRMS
2	Administrative Aide VI (Comm. & Equipmt. Operator II)	ADA6-20-2007	6	P16,200.00	Completion of 2 years in college or High School graduate with relevant vocational/ trade course	None Required	None Required	Communcations Equipment Operator (MC 10 series 2013 - Cat II)		RO III
3	Administrative Aide III (Driver I)	ADA3-67-2007	3	P13,572.00	Elementary Graduate	None Required	None Required	Driver's License (MC 11 s 96 Cat III)		RO IV-A

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 **May 16, 2021**.

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:

ELYVENSON D. PLAZA

Acting Director, HRMS

Pinyahan, Quezon City

pdearecruitment@outlook.com

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