

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 6, 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	ADOF2-4-2020	11	P23,877.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		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 **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](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:

**ELYVENSON D. PLAZA**

Acting Director, HRMS

Pinyahan, Quezon City

[pdearecruitment@outlook.com](mailto:pdearecruitment@outlook.com)

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