

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: January 13, 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 Assistant IV (Photographer III)	ADAS4-29-2007	10	P21,205.00	High School Graduate or Completion of relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Photographer (MC 11, s. 96 - Category II)		VII
2	Administrative Assistant III (Communications Equipment Operator III)	ADAS3-6-2020	9	P19,552.00	Completion of two years studies in college or High School Graduate with relevant vocational or trade degree	1 year relevant experience	4 hours relevant training	Appropriate License (MC 11, s. 96 - Category II)		FMS
3	Laboratory Technician II	LABT2-84-2007	8	P18,251.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service Subprofessional or Laboratory Technician (MC 11, s. 96 - Category II)		LS

4	Administrative Assistant I (Photographer II)	ADAS1-25-2007	7	P17,179.00	High School Graduate or Completion of relevant vocational/trade course	none required	none required	Photographer (MC 11, s. 96 - Category II)		ODG
5	Administrative Assistant I (Audio-Visual Equipment Operator III)	ADAS1-5-2018	7	P17,179.00	High School Graduate or Completion of relevant vocational/trade course	none required	none required	MC 10, s. 2013 - Category II		HRMS
6	Administrative Aide VI (CEO II)	ADA6-12-2007	6	P16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational or trade degree	none required	none required	Appropriate License (MC 11, s. 96 - Category II)		BARMM
7	Administrative Aide VI (CEO II)	ADA6-55-2007	6	P16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational or trade degree	none required	none required	Appropriate License (MC 11, s. 96 - Category II)		NCR
8	Administrative Aide VI (CEO II)	ADA6-36-2007	6	P16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational or trade degree	none required	none required	Appropriate License (MC 11, s. 96 - Category II)		IV-A

9	Administrative Aide VI (CEO II)	ADA6-57-2007	6	P16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational or trade degree	none required	none required	Appropriate License (MC 11, s. 96 - Category II)	VII
10	Administrative Aide VI (Mechanic II)	ADA6-30-2007	6	P16,200.00	High School Graduate or Completion of relevant vocational/trade course	none required	none required	Mechanic (MC 11, s. 96 - Category I)	LAMS

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 **January 25, 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.