

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: September 1, 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	Chemist IV	CMT4-22-2007	22	P68,415.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	16 hours of relevant training	3 years of relevant experience	RA 10657 (Chemistry Profession Act)		LS
2	Planning Officer IV	PLO4-30-2007	22	P68,415.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		POS
3	Attorney III	ATY3-1-2016	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		IAS
4	Attorney III	ATY3-14-2016	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		RO 9
5	Attorney III	ATY3-17-2016	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		RO 13
6	Attorney III	ATY3-18-2007	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		RO 11
7	Attorney III	ATY3-18-2016	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		BARMM
8	Attorney III	ATY3-21-2007	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		LPS
9	Attorney III	ATY3-23-2007	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		RO-NCR

10	Attorney III	ATY3-25-2010	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		IAS
11	Attorney III	ATY3-6-2016	21	P60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		I
12	Internal Auditor III	IAUD3-31-2007	18	P43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		ODG
13	Accountant II	A2-1-2019	16	P36,628.00	Bachelor of Science in Accountancy	4 hours of relevant training	1 year of relevant experience	RA 1080		FMS
14	Accountant II	A2-2-2019	16	P36,628.00	Bachelor of Science in Accountancy	4 hours of relevant training	1 year of relevant experience	RA 1080		FMS
15	Accountant II	A2-3-2019	16	P36,628.00	Bachelor of Science in Accountancy	4 hours of relevant training	1 year of relevant experience	RA 1080		FMS
16	Internal Auditor II	IAUD2-32-2007	15	P33,575.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		ODG
17	Internal Auditor II	IAUD2-33-2007	15	P33,575.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		ODG
18	Chemist II	CMT2-93-2007	15	P33,575.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	4 hours of relevant training	1 year of relevant experience	RA 10657 (Chemistry Profession Act)		RO 4-A
19	Administrative Officer IV (HRMO II)	ADOF4-27-2007	15	P33,575.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		HRMS
20	Administrative Officer IV (HRMO II)	ADOF4-29-2007	15	P33,575.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		HRMS
21	Administrative Officer IV (HRMO II)	ADOF4-3-2018	15	P33,575.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		HRMS
22	Training Specialist II	TRNSP2-93-2007	15	P33,575.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		ACAD

23	Administrative Officer IV	ADOF4-4-2020	15	P33,575.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		FMS
24	Administrative Officer II (HRMO I)	ADOF2-4-2018	11	P23,877.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		HRMS
25	Administrative Officer II (Financial Analyst I)	ADOF2-7-2007	11	P23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		FMS
26	Statistician I	STAT1-239-2007	11	P23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		POS
27	Statistician I	STAT1-237-2007	11	P23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		IIS
28	Librarian I	LIB1-37-2007	11	P23,877.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080		ACAD
29	Chemist I	CMT1-82-2007	11	P23,877.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	None Required	None Required	RA 10657 (Chemistry Profession Act)		LS
30	Chemist I	CMT1-96-2007	11	P23,877.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	None Required	None Required	RA 10657 (Chemistry Profession Act)		RO 2
31	Chemist I	CMT1-92-2007	11	P23,877.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	None Required	None Required	RA 10657 (Chemistry Profession Act)		RO 2
32	Chemist I	CMT1-110-2007	11	P23,877.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	None Required	None Required	RA 10657 (Chemistry Profession Act)		RO 8

33	Chemist I	CMT1-128-2007	11	P23,877.00	BS Chemistry or an allied degree with atleast 60 units in professional chemistry subject	None Required	None Required	RA 10657 (Chemistry Profession Act)		RO 12
34	Administrative Officer I (Records Officer I)	ADOF1-19-2007	10	P21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		LS
35	Administrative Officer I (Records Officer I)	ADOF1-34-2007	10	P21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		CS
36	Administrative Officer I (Records Officer I)	ADOF1-42-2007	10	P21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO I
37	Administrative Officer I (Records Officer I)	ADOF1-28-2007	10	P21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 5
38	Administrative Officer I (Records Officer I)	ADOF1-46-2007	10	P21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO 7
39	Administrative Officer I (Supply Officer I)	ADOF1-35-2007	10	P21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		LAMS
40	Administrative Officer I (Supply Officer I)	ADOF1-45-2007	10	P21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		RO-NCR
41	Administrative Assistant II (Disbursing Officer II)	ADAS2-60-2007	8	P18,251.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RO-NCR
42	Administrative Assistant II (Property Custodian II)	ADAS2-45-2007	8	P18,251.00	Completion of 2 years in studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		LAMS

43	Administrative Assistant II (Property Custodian II)	ADAS2-65-2007	8	P18,251.00	Completion of 2 years in studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RO 7
44	Laboratory Technician II	LABT2-100-2007	8	P18,251.00	Completion of 2 years in studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility or CSC MC 10 s. 2013 Cat II		RO 12
45	Laboratory Technician II	LABT2-98-2007	8	P18,251.00	Completion of 2 years in studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility or CSC MC 10 s. 2013 Cat II		RO 7
46	Administrative Assistant I	ADAS1-48-2007	7	P17,179.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		ICFAS
47	Administrative Assistant I (Secretary I)	ADAS1-26-2007	7	P17,179.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		POS
48	Administrative Assistant I (Secretary I)	ADAS1-32-2007	7	P17,179.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		FMS
49	Administrative Aide VI (Fiscal Clerk)	ADA6-38-2007	6	P16,200.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		FMS
50	Administrative Aide VI (Storekeeper II)	ADA6-40-2007	6	P16,200.00	Completion of 2 years studies in college of high school graduate with relevant vocational or trade degree	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		LAMS
51	Administrative Aide III (Utility Worker II)	ADA3-65-2007	3	P13,572.00	Must be able to read and write	None Required	None Required	None Required (MC 11 s. 96 CAT III)		RO 4-A
52	Administrative Aide III (Driver I)	ADA3-69-2007	3	P13,572.00	Elementary Graduate	None Required	None Required	Driver's License (MC 11 s 96 Cat III)		RO 7

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 **September 13, 2021**.

1. Letter of Application/Intent Letter;
2. 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;
3. Photocopy of certificate of eligibility/rating/license; and
4. Performance rating **in the last two (2) rating period** (if applicable)

Note: Other documentary requirements will be required prior to the appointment of successful applicants

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ELYVENSON D. PLAZA

Acting Director, HRMS

Pinyahan, Quezon City

pdea.hrmps@gmail.com

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