

Republic of the Philippines  
PHILIPPINE DRUG ENFORCEMENT AGENCY (PDEA)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Philippine Drug Enforcement Agency (PDEA) in the CSC website:

**ISMAEL G FAJARDO JR, PhD**  
DDGA

Date: July 23, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Attorney III	ATY3-20-2007	21	₱ 630,648.00	Bachelor of Laws	1 year of relevant experience	4 hrs of relevant training	BAR	Leadership; Delegating	LPS
2	Information Officer III	INFO3-19-2007	18	₱ 457,020.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	CSC Professional or 2nd Level Eligibility		CAR
3	Legal Assistant II	LEA2-29-2007	12	₱ 265,788.00	Bachelor's Degree	None Required	None Required	CSC Professional or 2nd Level Eligibility		LPS
4	Administrative Assistant I (Secretary I)	ADAS1-30-2007	7	₱183,048.00	Completion of 2 years' studies in college	None Required	None Required	CSC Sub-Professional or First Level Eligibility		RO 3

5	Administrative Aide VI (Motor Pool Dispatcher)	ADA6-30-2007	6	₱172,080.00	Completion of 2 years in college	None Required	None Required	CSC Sub- Professional or First Level Eligibility		AHRS
6	Communication Affairs Assistant I	CAA1-70-2007	5	₱155,700.00	Completion of 2 years in college	None Required	None Required	CSC Sub- Professional or First Level Eligibility		PECIS
7	Laboratory Aide II	LABA2-86-2007	2	₱128,004.00	Elementary School Graduate	None Required	None Required	None Required		LS

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 AUGUST 06, 2018:**

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 present position for one (1) year (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:

**RESTIE R LAMORENA**

OIC, AHRS

PDEA Bldg NIA Northside Rd Nat'l  
Government Center Brgy Pinyahan  
Quezon City, 1100

[ahrs@pdea.gov.ph](mailto:ahrs@pdea.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**