

**CS Form No. 9**

Series of 2017

**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:

**JESUS A FAJARDO**

Deputy Director General for Administration

Date: April 23, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer	SADOF-30-2007	22	₱ 704,604.00	Bachelor's Degree Relevant to the Job	3 yrs of relevant experience	16 hrs of relevant training	CSC Professional or 2nd Level Eligibility	Coaching and Mentoring	RO-NCR
2	Information Officer IV	INFO4-19-2007	22	₱ 704,604.00	Bachelor's Degree Relevant to the Job	3 yrs of relevant experience	16 hrs of relevant training	CSC Professional or 2nd Level Eligibility	Coaching and Mentoring	PECIS
3	Administrative Officer V (HRMO III)	ADOF5-27-2007	18	₱ 457,020.00	Bachelor's Degree Relevant to the Job	2 yrs of relevant experience	8 hrs of relevant training	CSC Professional or 2nd Level Eligibility		AHRS
4	Executive Assistant II	EXA2-18-2007	17	₱ 417,372.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		ODG

5	Project Development Officer II	PDO2-34-2007	15	₱ 348,120.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		POS
6	Computer Programmer II	COMPRO2-73-2007	15	₱ 348,120.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		IIS
7	Administrative Officer III (Records Officer II)	ADOF3-33-2007	14	₱ 317,928.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		CS
8	Planning Officer I	PLO1-89-2007	11	₱ 242,148.00	Bachelor's Degree Relevant to the Job	None required	None required	CSC Professional or 2nd Level Eligibility		POS
9	Chemist I	CMT1-118-2007	11	₱ 242,148.00	Bachelor's Degree in Chemistry	None required	None required	RA 1080		RO 10
10	Chemist I	CMT1-126-2007	11	₱ 242,148.00	Bachelor's Degree in Chemistry	None required	None required	RA 1080		RO 9
11	Admin Officer II (Financial Analyst I)	ADOF2-8-2007	11	₱ 242,148.00	Bachelor's Degree Relevant to the Job	None required	None required	CSC Professional or 2nd Level Eligibility		FMS
12	Administrative Officer I (Records Officer I)	ADOF1-30-2007	10	₱ 224,616.00	Bachelor's Degree relevant to the job	None required	None required	CSC Professional or 2nd Level Eligibility		AHRS
13	Administrative Assistant II (Property Custodian II)	ADAS2-55-2007	8	₱ 195,384.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		RO X

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 30, 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

[pdea\\_ahrs1@yahoo.com.ph](mailto:pdea_ahrs1@yahoo.com.ph)

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