

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:

Sgd
JESUS A FAJARDO, MMOAS
Deputy Director General for Administration
Date: 07-Feb-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin Assistant IV (Photographer III)	ADAS4-24-2007	10	₱ 224,616.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC MC 11 Category II		CAR
2		ADAS4-29-2007						CSC MC 11 Category II		RO 7
3		ADAS4-23-2007						CSC MC 11 Category II		ARMM
4	Administrative Aide VI (CEO II)	ADA6-16-2007	6	₱ 172,080.00	Completion of 2 years' studies in college	Non Required	Non Required	CSC MC 11 Category II		
4	Administrative Aide IV (Budgeting Aide)	ADA4-14-2007	4	₱ 152,088.00	Completion of 2 years' studies in college	Non Required	Non Required	CSC Sub-Professional or 1st Level		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 **February 28**,

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 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

ahrs@pdea.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.