

**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  
**RESTIE R LAMORENA**  
OIC, AHRS

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	Chief Admin Officer (Budget Officer V)	CADOF-22-2007	24	₱ 879,588.00	Masteral Degree or Certificate of Leadership and Management from the CSC	4 years supervisory and management	40 hours of supervisory/Managerial training	CSC Professional or RA 1080	<b>Coaching; Conflict Management; Decision Making; Directing; Delegating;</b>	FMS
2	Chief Admin Officer (Supply Officer V)	CADOF-25-2007	24	₱ 879,588.00	Masteral Degree or Certificate of Leadership and Management from the CSC	4 years supervisory and management	40 hours of supervisory/Managerial training	CSC Professional or RA 1080		LMS
3	Dangerous Drugs Regulation Officer II	DDRO2-25-2007	15	₱ 348,120.00	BS Pharmacy / BS Chemical Engineering	1 yr of relevant experience	4 hrs of relevant training	RA 1080		RO 5
4	Dangerous Drugs Regulation Officer II	DDRO2-16-2007	15	₱ 348,120.00	BS Pharmacy / BS Chemical Engineering	1 yr of relevant experience	4 hrs of relevant training	RA 1080		RO 6

5	Sr. Admin Asst II (Private Secretary II)	SADAS3-19-2007	15	₱ 348,120.00	Completion of 2 years studies in college	None required	None required	None required		ODG
6	Training Specialist II	TRNSP2-91-2007	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		ACAD
7	Legal Assistant II	LEA2-31-2007	12	₱ 265,788.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		IAS
8	Information Officer I	INFO1-35-2007	11	₱ 242,148.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		POS
9	Statistician I	STAT1-241-2007	11	₱ 242,148.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		IIS
10	Training Specialist I	TRNSP1-94-2007	11	₱ 242,148.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		ACAD
11	Admin Officer I (Record Officer I)	ADOF1-19-2007	10	₱ 224,616.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		LS
12	Admin Officer I (Record Officer I)	ADOF1-31-2007	10	₱ 224,616.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		RO 4-A
13	Admin Officer I (Record Officer I)	ADOF1-24-2007	10	₱ 224,616.00	Bachelor's Degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CSC Professional or 2nd Level Eligibility		RO 4-B
14	Admin Assistant IV (Photographer III)	ADAS4-29-2007	10	₱ 224,616.00	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 7
15	Admin Assistant IV (Photographer III)	ADAS4-23-2007	10	₱ 224,616.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		ARMM
16	Intelligence Agent II	IA2-271-2007	10	₱ 224,616.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		IIS
17	Admin Asst. III (Computer Operator III)	ADAS3-13-2007	9	₱ 209,676.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		POS

18	Admin Asst II (Disbursing Officer II)	ADAS2-43-2007	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		FMS
19	Admin Asst II (Disbursing Officer II)	ADAS2-32-2007	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 3
20	Admin Asst II (Property Custodian II)	ADAS2-58-2007	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 1
21	Admin Asst II (Property Custodian II)	ADAS2-29-2007	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 4-B
22	Admin Asst 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 10
23	Admin Asst II (Property Custodian II)	ADAS2-19-2007	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 11
24	Admin Asst II (Property Custodian II)	ADAS2-63-2007	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 12
25	Warehouseman II	WH2-36-2007	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		LMS
26	Administrative Assistant I (Secretary I)	ADAS1-36-2007	7	₱ 183,048.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		LMS
27	Administrative Assistant I (Secretary I)	ADAS1-49-2007	7	₱ 183,048.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		PECIS
28	Administrative Assistant I (Secretary I)	ADAS1-28-2007	7	₱ 183,048.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		CAR
29	Administrative Assistant I (Secretary I)	ADAS1-46-2007	7	₱ 183,048.00	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 8
30	Administrative Assistant I (Secretary I)	ADAS1-42-2007	7	₱ 183,048.00	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 13

31	Prison Guard II	PRISG2-89-2007	7	₱ 183,048.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		CAR
32	Prison Guard II	PRISG2-90-2007	7	₱ 183,048.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub-Professional or 1st Level Eligibility		CAR
33	Prison Guard II	PRISG2-80-2007	7	₱ 183,048.00	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 2
34	Prison Guard II	PRISG2-93-2007	7	₱ 183,048.00	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 3
35	Prison Guard II	PRISG2-106-2007	7	₱ 183,048.00	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 4-A
36	Prison Guard II	PRISG2-136-2007	7	₱ 183,048.00	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 9
37	Prison Guard II	PRISG2-137-2007	7	₱ 183,048.00	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 9
38	Prison Guard II	PRISG2-139-2007	7	₱ 183,048.00	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 9
39	Prison Guard II	PRISG2-64-2007	7	₱ 183,048.00	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 11
40	Prison Guard II	PRISG2-152-2007	7	₱ 183,048.00	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 12
41	Prison Guard II	PRISG2-116-2007	7	₱ 183,048.00	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 13
42	Prison Guard II	PRISG2-117-2007	7	₱ 183,048.00	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 13
43	Prison Guard II	PRISG2-118-2007	7	₱ 183,048.00	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 13

44	Administrative Aide VI (Comm. & Equipt. Operator II)	ADA6-16-2007	6	₱ 172,080.00	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 2
45	Administrative Aide VI (Storekeeper II)	ADA6-39-2007	6	₱ 172,080.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub- Professional or 1st Level Eligibility		LMS
46	Administrative Aide VI (Storekeeper II)	ADA6-40-2007	6	₱ 172,080.00	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	CSC Sub- Professional or 1st Level Eligibility		LMS
47	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 Eligibility		FMS
48	Administrative Aide IV (Driver II)	ADA4-11-2007	4	₱ 152,088.00	Must be able to read and write	Non Required	Non Required	Professional Driver's License		DDGA
49	Administrative Aide III (Driver I)	ADA3-74-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Professional Driver's License		IIS
50	Administrative Aide III (Driver I)	ADA3-82-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Professional Driver's License		ACAD
51	Administrative Aide III (Driver I)	ADA3-47-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Professional Driver's License		RO 3
52	Administrative Aide III (Driver I)	ADA3-48-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Professional Driver's License		RO 3
53	Administrative Aide III (Driver I)	ADA3-52-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Professional Driver's License		RO 5
54	Administrative Aide III (Driver I)	ADA3-88-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Professional Driver's License		RO 13
55	Administrative Aide III (Utility Worker II)	ADA3-85-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Non Required		ACAD
56	Administrative Aide III (Utility Worker II)	ADA3-50-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Non Required		RO 5
57	Administrative Aide III (Utility Worker II)	ADA3-76-2007	3	₱ 142,968.00	Must be able to read and write	Non Required	Non Required	Non Required		RO 9
58	Administrative Aide II (Messenger)	ADA2-13-2007	2	₱ 134,400.00	Must be able to read and write	Non Required	Non Required	Non Required		RO 1

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

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

Sgd

**RESTIE R LAMORENA**

OIC, AHRS

PDEA Bldg NIA Northside Rd Nat'l

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

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