


DBP AUG-22-2024 02:30PM

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Energy in the CSC website:

  
**ARMAND H. LAZARO**  
 Senior Human Resource Specialist  
 MARIA CECILIA SOFIA P. BALDOS  
 Chief Administrative Officer  
 Human Resource Management Division  
 Date: August 22, 2024

No.	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary (Php)	Qualification Standards				Competency (if applicable)	Place of Assignment (All in Manila Office, except otherwise specified)
					Education	Training	Experience	Eligibility		
1	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-80-2002	19	53,873.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY EFFICIENCY AND CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION
2	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-12-2002	19	53,873.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PLANNING DIVISION
3	SENIOR TECHNICAL AUDIT SPECIALIST	OSEC-DOEB-SRTAS-47-2016	19	53,873.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION
4	ACCOUNTANT II	OSEC-DOEB-A2-7-2002	16	41,616.00	BACHELOR'S DEGREE IN ACCOUNTANCY, COMMERCE OR BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	RA 1090 (CPA)	N/A	ACCOUNTING DIVISION
5	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-1-2023	16	41,616.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INFORMATION TECHNOLOGY, COMPUTER SCIENCE AND COMPUTER ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION SERVICES DIVISION
6	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-52-2002	16	41,616.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS OR STATISTICS)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE (WAIVED PER CSC RESOLUTION NO. 07-2245, DATED DECEMBER 4, 2007)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION
7	INTERNAL AUDITOR II	OSEC-DOEB-IAUD2-26-2006	15	38,413.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING (SUCH AS AUDITING, ADMINISTRATIVE, ENGINEERING OR INFORMATION TECHNOLOGY)	ONE (1) YEAR OF RELEVANT EXPERIENCE (SUCH AS AUDITING, ADMINISTRATIVE, ENGINEERING OR INFORMATION TECHNOLOGY)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INTERNAL AUDIT DIVISION

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					Education	Training	Experience	Eligibility		
8	TECHNICAL AUDIT SPECIALIST I	OSEC-DOEB-TASP1-1-2016	13	32,870.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTANCY, ACCOUNTING, AND OTHER FINANCIAL COURSES)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY	N/A	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION
9	SCIENCE RESEARCH ASSISTANT	OSEC-DOEB-SRAS-6-2015	9	22,219.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	ENERGY INDUSTRY MANAGEMENT DIVISION - VISAYAS FIELD OFFICE
10	ADMINISTRATIVE ASSISTANT II	OSEC-DOEB-ADAS2-26-2006	8	20,534.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	HUMAN RESOURCE MANAGEMENT DIVISION
11	ADMINISTRATIVE ASSISTANT I	OSEC-DOEB-ADAS1-17-2006	7	19,365.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	OFFICE OF THE DIRECTOR - ENERGY POLICY AND PLANNING BUREAU

Interested and qualified applicants should signify their interest in writing. To view the guidelines for applications and list of requirements kindly go to <https://www.doe.gov.ph/job-opportunities>. Accomplish the online application form and upload/attach complete application requirements using the DOE Online Recruitment Portal on or before September 1, 2024.

QUALIFIED APPLICANTS are advised to address their application letter to:

**MARIA CECILIA SOFIA P. BALDOS**

Chief Administrative Officer, Human Resource Management Division  
Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City

APPLICATIONS WITH INCOMPLETE DOCUMENTS/REQUIREMENTS SHALL NOT BE ENTERTAINED

Office of the Secretary, DOE  
Undersecretary F.W. Fuentobella  
Dr. E. B. Morales

