

CS Form No. 9
Revised 2018

Republic of the Philippines
Department of Energy
Request for Publication of Vacant Positions

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:

RECEIVED
CSFO-DBP, Makati City
Date: SEP 06 2023
By: *[Signature]*
Fron M. Sambo

Electronic copy to be submitted to the CSC FO must be in MS Excel format

[Signature]
MARIA CECILIA SOFIA P. BALDOS
Chief Administrative Officer
Human Resource Management Division

Date: September 06, 2023

No.	No of Vacancies	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary (PBP)	Qualification Standards				Competency (if applicable)	Place of Assignment (All in Manila Office, except otherwise specified)
						Education	Training	Experience	Eligibility		
1	1	CHIEF ADMINISTRATIVE OFFICER	OSEC-DOEB-CADOF-28-2006	24	90,078.00	MASTER'S DEGREE OR CERTIFICATE IN LEADERSHIP AND MANAGEMENT FROM THE CSC	FORTY (40) HOURS OF SUPERVISORY/ MANAGEMENT TRAINING/ LEARNING AND DEVELOPMENT INTERVENTION	FOUR (4) YEARS OF SUPERVISORY/ MANAGERIAL EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PUBLIC AFFAIRS STAFF
2	1	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-11-2016	19	51,357.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BACHELOR OF LAW)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	DOWNSTREAM CONVENTIONAL ENERGY LEGAL SERVICES DIVISION
3	1	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-66-2002	19	51,357.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS GEOLOGY AND MINING AND PETROLEUM ENGINEERING)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PETROLEUM RESOURCES DEVELOPMENT DIVISION
4	1	ADMINISTRATIVE OFFICER V	OSEC-DOEB-ADOF5-32-2006	18	46,725.00	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	PUBLIC AFFAIRS STAFF
5	1	INTERNAL AUDITOR III	OSEC-DOEB-IAUD3-24-2006	18	46,725.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING (SUCH AS AUDITING, ADMINISTRATIVE, ENGINEERING OR INFORMATION TECHNOLOGY)	TWO (2) YEARS OF RELEVANT EXPERIENCE (SUCH AS AUDITING, ADMINISTRATIVE, ENGINEERING OR INFORMATION TECHNOLOGY)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INTERNAL AUDIT DIVISION
6	1	INTERNAL AUDITOR III	OSEC-DOEB-IAUD3-23-2006	18	46,725.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING (SUCH AS AUDITING, ADMINISTRATIVE, ENGINEERING OR INFORMATION TECHNOLOGY)	TWO (2) YEARS OF RELEVANT EXPERIENCE (SUCH AS AUDITING, ADMINISTRATIVE, ENGINEERING OR INFORMATION TECHNOLOGY)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INTERNAL AUDIT DIVISION
7	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-65-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS MINING ENGINEERING & GEOLOGY)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE (WAIVED PURSUANT TO CSC RESOLUTION NO. 07-2245 DATED 12.04.2007)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	COAL AND NUCLEAR MINERAL RESOURCES DEVELOPMENT DIVISION

No.	No of Vacancies	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary (PnD)	Qualification Standards				Competency (if applicable)	Place of Assignment (All in Manila Office, except otherwise specified)
						Education	Training	Experience	Eligibility		
8	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-75-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY EFFICIENCY AND CONSERVATION PERFORMANCE REGULATION AND ENFORCEMENT DIVISION
9	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-105-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ELECTRICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE (WAIVED PURSUANT TO CSC RESOLUTION NO. 07-2245 DATED 12 04 2007)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY INDUSTRY MANAGEMENT DIVISION - MINDANAO FIELD OFFICE
10	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-107-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ELECTRICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE (WAIVED PURSUANT TO CSC RESOLUTION NO. 07-2245 DATED 12 04 2007)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY INDUSTRY MANAGEMENT DIVISION - MINDANAO FIELD OFFICE
11	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-109-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE (WAIVED PURSUANT TO CSC RESOLUTION NO. 07-2245 DATED 12 04 2007)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY INDUSTRY MANAGEMENT DIVISION - MINDANAO FIELD OFFICE
12	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-41-2016	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	GEO THERMAL ENERGY MANAGEMENT DIVISION
13	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-118-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	HYDROPOWER AND OCEAN ENERGY MANAGEMENT DIVISION
14	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-8-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION AND DATA MANAGEMENT DIVISION
15	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-12-2021	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
16	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-45-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER PLANNING AND DEVELOPMENT DIVISION

No.	No of Vacancies	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		
17	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-27-2015	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER PLANNING AND DEVELOPMENT DIVISION
18	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-50-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ELECTRICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE (WAIVED PURSUANT TO CSC RESOLUTION NO. 07-2245 DATED 12.04.2007)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION
19	1	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-14-2015	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ELECTRICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION
20	1	SCIENTIFIC DOCUMENTATION OFFICER II	OSEC-DOEB-SDO2-8-2002	14	33,843.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION AND DATA MANAGEMENT DIVISION
21	1	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-18-2010	13	31,320.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	HYDROPOWER AND OCEAN ENERGY MANAGEMENT DIVISION
22	1	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-24-2015	13	31,320.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (BS CHEMISTRY)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION
23	1	LEGAL ASSISTANT II	OSEC-DOEB-LEA2-7-2002	12	29,165.00	BS LEGAL MANAGEMENT, AB PARALEGAL STUDIES, LAW, POLITICAL SCIENCE OR OTHER ALLIED COURSES	FOUR (4) HOURS OF RELEVANT TRAINING RELEVANT TO LEGAL WORK, SUCH AS LEGAL ETHICS, LEGAL RESEARCH AND WRITING, OR LEGAL PROCEDURE	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	DOWNSTREAM CONVENTIONAL ENERGY LEGAL SERVICES DIVISION
24	1	LEGAL ASSISTANT II	OSEC-DOEB-LEA2-16-2016	12	29,165.00	BS LEGAL MANAGEMENT, AB PARALEGAL STUDIES, LAW, POLITICAL SCIENCE OR OTHER ALLIED COURSES	FOUR (4) HOURS OF RELEVANT TRAINING RELEVANT TO LEGAL WORK, SUCH AS LEGAL ETHICS, LEGAL RESEARCH AND WRITING, OR LEGAL PROCEDURE	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER LEGAL SERVICES DIVISION
25	1	ADMINISTRATIVE ASSISTANT IV	OSEC-DOEB-ADAS4-8-2006	10	23,176.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/ TRADE COURSE	EIGHT (8) HOURS OF RELEVANT TRAINING (SUCH AS PHOTOGRAPHY, VIDEOGRAPHY, MEDIA COVERAGE, AMONG OTHERS)	TWO (2) YEARS OF RELEVANT EXPERIENCE (SUCH AS PHOTOGRAPHY, VIDEOGRAPHY, MEDIA COVERAGE, AMONG OTHERS)	RELEVANT MC 11 S. 1996 (PHOTOGRAPHER ELIGIBILITY)	N/A	PUBLIC AFFAIRS STAFF
26	1	FISCAL CLERK III	OSEC-DOEB-FCK3-23-2002	8	19,744.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION

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27	1	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-13-2012	6	17,553.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION
28	1	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-35-2008	6	17,553.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	DOWNSTREAM CONVENTIONAL ENERGY LEGAL SERVICES DIVISION
29	1	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-10-2008	6	17,553.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	GENERAL SERVICES DIVISION

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 not later than 16 September 2023.

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

CC: Office of the Secretary, DOE
 Undersecretary F.W. Fuentesella
 Dr. E. B. Morales

