

DBP APR-15-2025 09:22 AM  
EVANGELINA D. PRADO

**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:

  
**MARIA CECILIA SOFIA P. BALDOS**  
Chief Administrative Officer  
Human Resource Management Division  
Date April 15, 2025

No.	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary (Php)	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment (All in Manila Office, except otherwise specified)
1	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVSR-4-2011	22	78,162.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	NATIONAL RENEWABLE ENERGY BOARD TECHNICAL SERVICES AND MANAGEMENT DIVISION
2	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SR-4-2002	19	56,390.00	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	ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION
3	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SR-5-2020	19	56,390.00	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
4	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SR-19-2024	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS COMPUTER SCIENCE, INFORMATION TECHNOLOGY, COMPUTER ENGINEERING OR ANY IT RELATED COURSES)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION AND DATA MANAGEMENT DIVISION
5	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SR-34-2002	19	56,390.00	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	INFORMATION SERVICES DIVISION
6	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SR-15-2002	19	56,390.00	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	POLICY FORMULATION AND RESEARCH DIVISION

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					Education	Training	Experience	Eligibility		
7	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-12-2013	19	56,390.00	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	POWER MARKET DEVELOPMENT DIVISION
8	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-120-2002	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, ENGINEERING OR ANY OTHER RELATED COURSES)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION
9	ACCOUNTANT II	OSEC-DOEB-A2-7-2002	16	43,560.00	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 1080 (CPA)	N/A	ACCOUNTING DIVISION
10	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-22-2002	16	43,560.00	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 COOPERATION AND COORDINATION DIVISION
11	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-20-2002	16	43,560.00	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 COOPERATION AND COORDINATION DIVISION
12	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-7-2024	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTANCY)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
13	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-12-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS AND ELECTRICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PLANNING DIVISION
14	INTERNAL AUDITOR II	OSEC-DOEB-IAUD2-26-2006	15	40,208.00	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
15	ADMINISTRATIVE OFFICER III	OSEC-DOEB-AOOF3-28-2006	14	37,024.00	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	TREASURY DIVISION
16	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-16-2024	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS LIBRARY SCIENCE, COMMUNICATIONS, STATISTICS, ECONOMICS AND OTHER SOCIAL SCIENCES)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	NUCLEAR ENERGY DIVISION



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					Education	Training	Experience	Eligibility		
17	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-11-2015	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INFORMATION TECHNOLOGY)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
18	ADMINISTRATIVE ASSISTANT III	OSEC-DOEB-ADAS3-12-2006	9	23,226.00	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	OFFICE OF THE DIRECTOR - ENERGY UTILIZATION MANAGEMENT BUREAU
19	SCIENCE RESEARCH ASSISTANT	OSEC-DOEB-SRAS-6-2015	9	23,226.00	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
20	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-17-2020	6	18,957.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	ENERGY EFFICIENCY AND CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION
21	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-10-2006	6	18,957.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	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 on or before 25 April 2025.

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. Fiammocela  
Dr. E. B. Morales