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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

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

Date: December 19, 2024

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	CHIEF SCIENCE RESEARCH SPECIALIST	OSEC-DOEB- CSRS-6-2002	24	94,132.00	MASTERS 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	INFORMATION AND DATA MANAGEMENT DIVISION
2	EXECUTIVE ASSISTANT III	OSEC-DOEB- EXA3-1-2002	20	60,157.00	BACHELOR'S DEGREE	EIGHT (8) HOURS OF TRAINING	TWO (2) YEARS OF EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OFFICE OF THE ASSISTANT SECRETARY
3	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB- SRSRS-19-2024	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	INFORMATION AND DATA MANAGEMENT DIVISION
4	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB- SRSRS-41-2002	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	POWER PLANNING AND DEVELOPMENT DIVISION
5	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-1080 (CPA)	N/A	ACCOUNTING DIVISION
6	TECHNICAL AUDIT SPECIALIST II	OSEC-DOEB- TASP2-9-2016	16	41,616.00	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	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION
7	TECHNICAL AUDIT SPECIALIST II	OSEC-DOEB- TASP2-7-2016	16	41,616.00	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	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION

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		
8	INTERNAL AUDITOR II	OSEC-DOEB-IAUD2-28-2006	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
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 AIDE VI	OSEC-DOEB-ADA6-8-2005	6	18,255.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	INTERNAL AUDIT DIVISION
11	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-2-2021	6	18,255.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	RETAIL MARKET MONITORING AND SPECIAL CONCERNS 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 29 December 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. V. Fuentebella
Dir. E. B. Morales