

SEP 02-02-2024 02:12 PM

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

[Signature]
MARIA CECILIA SOFIA P. BALDOS
Chief Administrative Officer
Human Resource Management Division
Date: December 2, 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	ATTORNEY V	OSEC-DOEB-ATY5-19-2016	25	107,208.00	BACHELOR OF LAWS OR JURIS DOCTOR	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	RA 1080 (BAR)	N/A	POWER LEGAL SERVICES DIVISION
2	CHIEF ADMINISTRATIVE OFFICER	OSEC-DOEB-CADOF-31-2005	24	94,132.00	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	TREASURY DIVISION
3	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVRS-35-2002	22	74,835.00	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	ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION
4	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVRS-15-2020	22	74,835.00	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	ENERGY EFFICIENCY AND CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION
5	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVRS-14-2015	22	74,835.00	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	POWER MARKET DEVELOPMENT DIVISION
6	EXECUTIVE ASSISTANT III	OSEC-DOEB-EXA3-1-2002	20	60,157.00	BACHELOR'S DEGREE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OFFICE OF THE ASSISTANT SECRETARY
7	INFORMATION TECHNOLOGY OFFICER I	OSEC-DOEB-ITO1-2-2002	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	INFORMATION TECHNOLOGY DIVISION

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8	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-19-2024	19	53,873.00	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
9	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-40-2002	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
10	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
11	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-6-2020	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	ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION
12	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-28-2016	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	HYDROPOWER AND OCEAN ENERGY MANAGEMENT DIVISION
13	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-31-2015	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	RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION
14	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-55-2002	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
15	ADMINISTRATIVE OFFICER III	OSEC-DOEB-ADOF3-16-2016	14	35,434.00	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	PROCUREMENT MANAGEMENT DIVISION
16	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-153-2011	13	32,870.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS CHEMICAL ENGINEERING)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	BIOMASS ENERGY MANAGEMENT DIVISION

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17	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-9-2024	13	32,870.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS CHEMISTRY OR CHEMICAL ENGINEERING)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY STANDARDS AND MONITORING DIVISION
18	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-10-2010	13	32,870.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	SOLAR AND WIND ENERGY MANAGEMENT DIVISION
19	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-25-2006	6	18,255.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	ENERGY COOPERATION AND COORDINATION 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 12 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.W. Fuentesbello
 Dir. E.B. Morales