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CS Form No. 9  
Revised 2018

**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:

*[Signature]*  
**MARIA CECILIA SOFIA P. BALDOS**  
Chief Administrative Officer  
Human Resource Management Division  
Date: February 18, 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	CHIEF SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-CSRS-6-2002	24	98,185.00	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	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVRS-10-2002	22	78,162.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ACCOUNTING OR BUSINESS COURSE)	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
3	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVRS-22-2016	22	78,162.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ANY ENGINEERING OR APPLIED SCIENCE COURSE)	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	SOLAR AND WIND ENERGY MANAGEMENT DIVISION
4	INFORMATION TECHNOLOGY OFFICER I	OSEC-DOEB-ITO1-2-2002	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 TECHNOLOGY DIVISION
5	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-53-2002	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	COAL AND NUCLEAR MINERAL RESOURCES AND DEVELOPMENT DIVISION
6	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-102-2002	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	ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION
7	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-71-2002	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	ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION - MINDANAO FIELD OFFICE

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	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-13-2002	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INFORMATION TECHNOLOGY, MATHEMATICS, ECONOMICS, STATISTICS OR ANY ENGINEERING COURSE)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
9	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-13-2015	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INFORMATION TECHNOLOGY, MATHEMATICS, ECONOMICS, STATISTICS OR ANY ENGINEERING COURSE)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
10	ADMINISTRATIVE OFFICER V	OSEC-DOEB-ADOF5-19-2006	18	51,304.00	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	GENERAL SERVICES DIVISION
11	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
12	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
13	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-24-2002	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
14	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-7-2015	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 INDUSTRY MANAGEMENT DIVISION MINDANAO FIELD OFFICE
15	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-26-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	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	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
16	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-14-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS AND STATISTICS)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PLANNING DIVISION
17	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-17-2002	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	POLICY FORMULATION AND RESEARCH DIVISION

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					Education	Training	Experience	Eligibility		
18	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-18-2015	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	POWER MARKET DEVELOPMENT DIVISION
19	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-9-2024	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INFORMATION TECHNOLOGY, COMPUTER SCIENCE OR ANY ENGINEERING COURSE)	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
20	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-31-2015	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	RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION
21	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-52-2016	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ANY ENGINEERING OR APPLIED SCIENCE COURSE)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	SOLAR AND WIND ENERGY MANAGEMENT DIVISION
22	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-55-2002	16	43,560.00	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 (WAVED PER CSC RESOLUTION NO. 07-2245, DATED DECEMBER 4, 2007)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	TOTAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION
23	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-15-2020	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY EFFICIENCY AND CONSERVATION PERFORMANCE REGULATION AND ENFORCEMENT DIVISION
24	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-28-2015	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ANY RELATED ENGINEERING COURSE, COMMUNICATIONS, POLITICAL SCIENCE, AND INFORMATION TECHNOLOGY)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
25	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
26	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-24-2015	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	RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION
27	ADMINISTRATIVE OFFICER I	OSEC-DOEB-ADOPI-14-2016	10	25,598.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PROCUREMENT MANAGEMENT DIVISION

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28	ADMINISTRATIVE ASSISTANT III	OSEC-DOEB-ADA53-3-2006	9	23,226.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	RELEVANT MC 11, S. 1996 (MECHANIC ELIGIBILITY)	N/A	GENERAL SERVICES DIVISION
29	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-2-2022	6	18,997.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL/ FIRST LEVEL ELIGIBILITY	N/A	INFORMATION AND DATA MANAGEMENT DIVISION
30	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-2-2021	6	18,997.00	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 28 February 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, Fuenlabata  
 Dr. E. B. Morales