

089 JUN-20-2025 02:15PM

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 DECILIA SOFIA P. BALDOS
Chief Administrative Officer
Human Resource Management Division

Date: June 20, 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-4-2002	24	93,185.00	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	CHIEF SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-CSRS-14-2002	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	POWER MARKET DEVELOPMENT DIVISION
3	ATTORNEY IV	OSEC-DOEB-ATT-18-2016	23	87,315.00	BACHELOR OF LAWS (OR JURIS DOCTOR)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	RA 1080 (BAR)	N/A	POWER LEGAL SERVICES DIVISION
4	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVSR-42-2002	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	GEOSCIENTIFIC RESEARCH AND FUEL TESTING LABORATORY DIVISION
5	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVSR-49-2002	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	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
6	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 DEVELOPMENT DIVISION
7	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-14-2025	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	ELECTRIC POWER INDUSTRY MANAGEMENT DIVISION - LUZON FIELD OFFICE
8	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-23-2002	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 COOPERATION AND COORDINATION DIVISION

No.	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary (Php)	Education	Qualification Standards			Competency (if applicable)	Place of Assignment (All in Manila Office, except otherwise specified)
						Training	Experience	Eligibility		
9	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-147-2002	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ECONOMICS, MECHANICAL, CIVIL, CHEMICAL, INDUSTRIAL, ELECTRICAL ENGINEERING)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	NATURAL GAS MANAGEMENT DIVISION
10	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-17-2025	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	OIL INDUSTRY MANAGEMENT DIVISION - LUZON FIELD OFFICE
11	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-18-2025	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	OIL INDUSTRY MANAGEMENT DIVISION - LUZON FIELD OFFICE
12	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-13-2025	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS LEGAL MANAGEMENT, POLITICAL SCIENCE, BACHELOR OF LAWS OR JURIS DOCTOR)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER LEGAL SERVICES DIVISION
13	ACCOUNTANT II	OSEC-DOEB-A2-13-2025	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
14	ACCOUNTANT II	OSEC-DOEB-A2-1-2024	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
15	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-69-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS GEOLOGY OR MINING ENGINEERING)	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	COAL AND NUCLEAR MINERAL RESOURCES DEVELOPMENT DIVISION
16	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-70-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS GEOLOGY OR MINING ENGINEERING)	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	COAL AND NUCLEAR MINERAL RESOURCES DEVELOPMENT DIVISION
17	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-71-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS GEOLOGY OR MINING ENGINEERING)	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	COAL AND NUCLEAR MINERAL RESOURCES DEVELOPMENT DIVISION
18	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-24-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS STATISTICS, ECONOMICS, INTERNATIONAL RELATIONS OR COMMUNICATIONS)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY COOPERATION AND COORDINATION DIVISION
19	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-20-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS STATISTICS, ECONOMICS, INTERNATIONAL RELATIONS OR COMMUNICATIONS)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY COOPERATION AND COORDINATION DIVISION

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20	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-22-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS STATISTICS, ECONOMICS, INTERNATIONAL RELATIONS OR COMMUNICATIONS)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY COOPERATION AND COORDINATION DIVISION
21	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-13-2025	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ANY ENGINEERING COURSE OR RELATED COURSE)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY UTILIZATION MANAGEMENT DIVISION - LUZON FIELD OFFICE
22	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-37-2016	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS MECHANICAL, ELECTRICAL OR CHEMICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	GEOTHERMAL ENERGY MANAGEMENT DIVISION
23	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-18-2024	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BUSINESS, FINANCIAL OR COMMUNICATIONS COURSES)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
24	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-192-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ECONOMICS, MECHANICAL, CIVIL, CHEMICAL, INDUSTRIAL, ELECTRICAL ENGINEERING)	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	NATURAL GAS MANAGEMENT DIVISION
25	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-26-2002	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 (WAIVED PER CSC RESOLUTION NO. 07-2245, DATED DECEMBER 4, 2007)	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
26	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-7-2024	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	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
27	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-15-2025	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	OIL INDUSTRY MANAGEMENT DIVISION - LUZON FIELD OFFICE
28	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-16-2025	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	OIL INDUSTRY MANAGEMENT DIVISION - LUZON FIELD OFFICE
29	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-59-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS GEOLOGY, MINING OR PETROLEUM ENGINEERING)	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	PETROLEUM RESOURCES DEVELOPMENT DIVISION
30	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-62-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS GEOLOGY, MINING OR PETROLEUM ENGINEERING)	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	PETROLEUM RESOURCES DEVELOPMENT DIVISION

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						Training				
31	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-63-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS GEOLOGY, MINING OR PETROLEUM ENGINEERING)	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	PETROLEUM RESOURCES DEVELOPMENT DIVISION
32	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-17-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS STATISTICS, ECONOMICS OR COMMUNICATIONS)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POLICY FORMULATION AND RESEARCH DIVISION
33	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-17-2015	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ELECTRICAL ENGINEERING, INFORMATION TECHNOLOGY OR STATISTICS)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
34	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-15-2015	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ELECTRICAL ENGINEERING OR INFORMATION TECHNOLOGY)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
35	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-31-2015	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INFORMATION TECHNOLOGY)	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
36	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-13-2025	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ELECTRICAL ENGINEERING)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ELECTRIC POWER INDUSTRY MANAGEMENT DIVISION - LUZON FIELD OFFICE
37	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-15-2025	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ANY ENGINEERING COURSE OR RELATED COURSE)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ENERGY UTILIZATION MANAGEMENT DIVISION - LUZON FIELD OFFICE
38	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-16-2025	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	OIL INDUSTRY MANAGEMENT DIVISION - LUZON FIELD OFFICE
39	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-21-2015	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ELECTRICAL ENGINEERING, STATISTICS OR ECONOMICS)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER PLANNING AND DEVELOPMENT DIVISION
40	ADMINISTRATIVE OFFICER I	OSEC-DOEB-ADOFF-14-2016	10	25,566.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PROCUREMENT MANAGEMENT DIVISION
41	ADMINISTRATIVE OFFICER I	OSEC-DOEB-ADOFF-15-2016	10	25,566.00	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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					Education	Training	Experience	Eligibility		
42	ADMINISTRATIVE ASSISTANT III	OSEC-DOEB-ADASS-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
43	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

No.	Position Title	Planilla 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	
44	SCIENCE RESEARCH ASSISTANT	OSEC-DOEB-SRAS-16-2021	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 INVESTMENT PROMOTION OFFICE
45	ADMINISTRATIVE ASSISTANT II	OSEC-DOEB-ADAS2-25-2006	8	21,448.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	FOUR (4) HOURS OF RELEVANT TRAINING (SUCH AS RECRUITMENT, SELECTION AND PLACEMENT)	ONE (1) YEAR OF RELEVANT EXPERIENCE (SUCH AS RECRUITMENT, SELECTION AND PLACEMENT)	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A HUMAN RESOURCE MANAGEMENT DIVISION
46	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADAS-8-2010	6	18,957.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A NATIONAL RENEWABLE ENERGY BOARD TECHNICAL SERVICES AND MANAGEMENT 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 30 June 2025

QUALIFIED APPLICANTS are advised to address their application letter to:

MARIA CECILIA SOFA 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. Lumbocsa
Dir. E. B. Morales