

DBP MAR-20-2025 10:44AM

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: March 20, 2025

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	SUPERVISING SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SVRS-5-2024	22	78,162.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, COMMUNICATION OR ANY BUSINESS COURSE)	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
2	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-33-2012	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS GEOLOGY, CIVIL, MECHANICAL, ELECTRICAL, INDUSTRIAL AND MINING ENGINEERING)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	HYDROPOWER AND OCEAN ENERGY MANAGEMENT DIVISION
3	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-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
4	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-20-2024	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, COMMUNICATION OR ANY BUSINESS COURSE)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
5	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-21-2024	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INDUSTRIAL ENGINEERING OR ANY COMMUNICATION COURSE)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
6	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-147-2002	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS OR ANY ENGINEERING COURSE)	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	NATURAL GAS MANAGEMENT DIVISION
7	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
8	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

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9	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-34-2016	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS MECHANICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	BIOMASS ENERGY MANAGEMENT DIVISION
10	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
11	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-14-2020	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 EFFICIENCY AND CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION
12	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-18-2024	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INDUSTRIAL ENGINEERING OR ANY COMMUNICATION COURSE)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
13	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-19-2024	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, COMMUNICATION OR ANY BUSINESS COURSE)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
14	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-63-2002	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	PETROLEUM RESOURCES DEVELOPMENT DIVISION
15	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-9-2002	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	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PLANNING DIVISION
16	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
17	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-49-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, ELECTRICAL ENGINEERING AND COMMUNICATION RELATED COURSES)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
18	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-21-2015	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ELECTRICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER PLANNING AND DEVELOPMENT DIVISION
19	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-43-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, STATISTICS, INFORMATION TECHNOLOGY, ELECTRICAL AND MECHANICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER PLANNING AND DEVELOPMENT DIVISION



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20	ADMINISTRATIVE OFFICER III	OSEC-DOEB-ADOF3-17-2016	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	PROCUREMENT MANAGEMENT DIVISION
21	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-18-2010	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS CIVIL, INDUSTRIAL AND MINING ENGINEERING)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	HYDROPOWER AND OCEAN ENERGY MANAGEMENT DIVISION
22	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-17-2024	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INDUSTRIAL ENGINEERING OR ANY COMMUNICATION COURSE)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
23	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-18-2024	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, COMMUNICATION OR ANY BUSINESS COURSE)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INVESTMENT PROMOTION OFFICE
24	ACCOUNTANT I	OSEC-DOEB-A1-2-2024	12	32,245.00	BACHELOR'S DEGREE IN ACCOUNTANCY, COMMERCE OR BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080 (CPA)	N/A	ACCOUNTING DIVISION
25	ADMINISTRATIVE OFFICER I	OSEC-DOEB-ADOF1-14-2016	10	25,586.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	PROCUREMENT MANAGEMENT DIVISION
26	ADMINISTRATIVE OFFICER I	OSEC-DOEB-ADOF1-17-2005	10	25,586.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	TREASURY DIVISION
27	ADMINISTRATIVE ASSISTANT III	OSEC-DOEB-ADAS3-15-2016	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	POWER LEGAL SERVICES DIVISION
28	SCIENCE RESEARCH ASSISTANT	OSEC-DOEB-SRAS-22-2024	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

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 March 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. Fuentes-Bella  
Dir. E. B. Morales