

DBP MAY-20-2025 01:35PM

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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:

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

Date: May 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	CHIEF SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-CSRS-1-2024	24	98,185.00	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	ELECTRIC VEHICLE INDUSTRY MANAGEMENT DIVISION
2	CHIEF SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-CSRS-6-2002	24	98,185.00	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	INFORMATION AND DATA MANAGEMENT DIVISION
3	ATTORNEY III	OSEC-DOEB-ATY3-7-2025	21	70,013.00	BACHELOR OF LAWS (OR JURIS DOCTOR)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	RA 1080 (BAR)	N/A	POWER LEGAL SERVICES 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-19-2024	19	56,390.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTANCY, BUSINESS MANAGEMENT, LEGAL MANAGEMENT, LAW, COMPUTER SCIENCE, INFORMATION TECHNOLOGY OR OTHER 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
6	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-12-2025	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	INVESTMENT PROMOTION OFFICE

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					Education	Training	Experience	Eligibility		
7	ADMINISTRATIVE OFFICER V	OSEC-DOEB-ADOF5-4-2012	18	51,304.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING (SUCH AS PROGRAM FACILITATION AND COURSE DESIGN)	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	HUMAN RESOURCE MANAGEMENT DIVISION
8	COMPUTER MAINTENANCE TECHNOLOGIST III	OSEC-DOEB-CTMT3-12-2025	17	47,247.00	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	INFORMATION TECHNOLOGY DIVISION
9	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
10	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-19-2024	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	INVESTMENT PROMOTION OFFICE
11	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-18-2024	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	INVESTMENT PROMOTION OFFICE
12	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-1-2025	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	INVESTMENT PROMOTION OFFICE
13	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-26-2002	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTANCY)	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
14	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-7-2024	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTANCY)	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
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-SRAS2-17-2002	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		
17	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
18	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
19	TECHNICAL AUDIT SPECIALIST II	OSEC-DOEB-TASP2-14-2025	16	43,560.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTANCY, COMMERCE, BUSINESS ADMINISTRATION, OR ANY RELATED COURSES)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER COMPLIANCE DIVISION
20	ADMINISTRATIVE OFFICER IV	OSEC-DOEB-ADOF4-4-2025	15	40,208.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS PSYCHOLOGY, HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT, GUIDANCE AND COUNSELLING)	FOUR (4) HOURS OF RELEVANT TRAINING (SUCH AS PERFORMANCE MANAGEMENT, PROCESSING OF EMPLOYEE BENEFITS, EMPLOYEE RELATIONS, CONFLICT MANAGEMENT, ETC.)	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	HUMAN RESOURCE MANAGEMENT DIVISION
21	ADMINISTRATIVE OFFICER IV	OSEC-DOEB-ADOF4-19-2006	15	40,208.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS PSYCHOLOGY, BUSINESS ADMINISTRATION, INFORMATION TECHNOLOGY OR DEVELOPMENT COMMUNICATION)	FOUR (4) HOURS OF RELEVANT TRAINING (SUCH AS PROGRAM FACILITATION AND COURSE DESIGN)	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	HUMAN RESOURCE MANAGEMENT DIVISION
22	INTERNAL AUDITOR II	OSEC-DOEB-IAUD2-28-2006	15	40,208.00	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
23	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-5-2025	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS AND STATISTICS)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER PLANNING AND DEVELOPMENT DIVISION
24	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-4-2025	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	POWER PLANNING AND DEVELOPMENT DIVISION
25	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

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26	TECHNICAL AUDIT SPECIALIST I	OSEC-DOEB-TASP1-6-2025	13	34,421.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ACCOUNTANCY, COMMERCE, BUSINESS ADMINISTRATION, OR ANY RELATED COURSES)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER COMPLIANCE DIVISION
27	INFORMATION SYSTEMS ANALYST I	OSEC-DOEB-INFOSA1-13-2025	12	32,245.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION TECHNOLOGY DIVISION
28	ADMINISTRATIVE OFFICER I	OSEC-DOEB-ADOF1-15-2025	10	25,586.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ANY BUSINESS OR ACCOUNTING COURSES)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	TREASURY DIVISION
29	ADMINISTRATIVE ASSISTANT III	OSEC-DOEB-ADAS3-7-2010	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 - RENEWABLE ENERGY MANAGEMENT BUREAU

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 May 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. Fuentebella
 Dir. E. B. Morales