

Republic of the Philippines
Department of Energy
Request for Publication of Vacant Positions

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:



Ms. CECILIA BALDOS
Chief Administrative Officer
Human Resource Management Division

DBP JAN-20-2023 09:53
by *Efran M. Sumilang*
Efran M. Sumilang

Date: January 20, 2023

No.	No of Vacancies	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary (PhP)	Qualification Standards					Place of Assignment (All in Manila Office, except otherwise specified)
						Education	Training	Experience	Eligibility	Competency (if applicable)	
1	1	Chief Science Research Specialist	OSEC-DOEB-CSRS-13-2020	24	90,078.00	Masteral 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/ management experience	CS Professional / Second level eligibility	N/A	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
2	1	Supervising Administrative Officer	OSEC-DOEB-SADOF-9-2006	22	71,511.00	Bachelor's Degree relevant to the job (Such as Psychology, Commerce, Business and Financial Courses)	Sixteen (16) hours of relevant training	Three (3) years relevant experience (Such as policy formulation, e.g., performance management, drafting opinions/replies relative to employee welfare and benefits, and processing of employees' benefits such as PRAISE, Magna Carta, etc.)	CS Professional / Second level eligibility	Verbal and written communication (Competent Level)	Human Resource Management Division (HRMD)
3	1	Supervising Administrative Officer	OSEC-DOEB-SADOF-19-2006	22	71,511.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years relevant experience	CS Professional / Second level eligibility	N/A	Public Affairs Staff (PAS)
4	1	Attorney III	OSEC-DOEB-ATY3-6-2002	21	63,997.00	Bachelor of Law (or Juris Doctor)	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (BAR)	N/A	Downstream Conventional Energy Legal Services Division (DCELSD)
5	1	Attorney III	OSEC-DOEB-ATY3-13-2015	21	63,997.00	Bachelor of Law (or Juris Doctor)	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (BAR)	N/A	Downstream Conventional Energy Legal Services Division (DCELSD)
6	1	Executive Assistant III	OSEC-DOEB-EXA3-3-2002	20	57,347.00	Bachelor's degree	Eight (8) hours of training	Two (2) years of experience	CS Professional / Second level eligibility	N/A	Office of the Assistant Secretary (M. C. Capongcol)

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7	1	Executive Assistant III	OSEC-DOEB-EXA3-2-2002	20	57,347.00	Bachelor's degree	Eight (8) hours of training	Two (2) years of experience	CS Professional / Second level eligibility	N/A	Office of the Assistant Secretary (R. V. Conquilla)
8	1	Senior Science Research Specialist	OSEC-DOEB-SRSRS-83-2002	19	51,357.00	Bachelor's degree relevant to the job (Such as BS Human Ecology/Environmental Science or other related courses)	Eight (8) hours of relevant training	Two (2) years of relevant experience (Such as Climate Change Adaptation/Mitigation initiatives)	CS Professional / Second level eligibility	N/A	Energy Cooperation and Coordination Division (ECCD)
9	1	Senior Science Research Specialist	OSEC-DOEB-SRSRS-4-2021	19	51,357.00	Bachelor's degree relevant to the job (Such as BS IT and other IT related courses)	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional / Second level eligibility	N/A	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
10	1	Senior Science Research Specialist	OSEC-DOEB-SRSRS-5-2021	19	51,357.00	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 and Promotion Office (IPO)
11	1	Administrative Officer V	OSEC-DOEB-ADOF5-32-2006	18	46,725.00	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	Public Affairs Staff (PAS)
12	1	Accountant II	OSEC-DOEB-A2-20-2020	16	39,672.00	Bachelor's degree in Accountancy, Commerce/Business Administration Major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (CPA)	N/A	Accounting Division (AD)
13	1	Science Research Specialist II	OSEC-DOEB-SRAS2-115-2002	16	39,672.00	Bachelor's degree relevant to the job (Such as Environmental Science or other related courses)	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second level eligibility	N/A	Energy Cooperation and Coordination Division (ECCD)
14	1	Science Research Specialist II	OSEC-DOEB-SRAS2-23-2002	16	39,672.00	Bachelor's degree relevant to the job (Such as Environmental Science or other related courses)	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second level eligibility	N/A	Energy Cooperation and Coordination Division (ECCD)

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15	1	Science Research Specialist II	OSEC-DOEB-SRAS2-13-2021	16	39,672.00	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 and Promotion Office (IPO)
16	1	Science Research Specialist II	OSEC-DOEB-SRAS2-27-2002	16	39,672.00	Bachelor's degree relevant to the job (Such as Industrial, Mechanical and Chemical Engineering)	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 (OICMD)
17	1	Science Research Specialist II	OSEC-DOEB-SRAS2-9-2002	16	39,672.00	Bachelor's degree relevant to the job (Such as BS Economics)	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second level eligibility	N/A	Planning Division (PD)
18	1	Science Research Specialist II	OSEC-DOEB-SRAS2-19-2002	16	39,672.00	Bachelor's degree relevant to the job (Such as Statistics and Economics)	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second level eligibility	N/A	Policy Formulation and Research Division (PFRD)
19	1	Science Research Specialist II	OSEC-DOEB-SRAS2-17-2015	16	39,672.00	Bachelor's degree relevant to the job (Such Economics, Electrical Engineering, Mechanical Engineering, Mathematics, Statistics, and Computer Science)	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second level eligibility	N/A	Power Market Development Division (PMDD)
20	1	Administrative Officer IV	OSEC-DOEB-ADOF4-20-2006	15	36,619.00	Bachelor's Degree relevant to the Job (Such as Bachelor of Laws and Psychology)	Four (4) hours of relevant training	One (1) year relevant experience (Such as processing government mandated benefits, policy writing; research and legal review, drafting opinion/s and responses on administrative cases)	CS Professional / Second level eligibility	Verbal and written communication (Competent Level)	Human Resource Management Division (HRMD)
21	1	Science Research Specialist I	OSEC-DOEB-SRAS1-24-2002	13	31,320.00	Bachelor's Degree relevant to the Job	None required	None required	CS Professional / Second level eligibility	N/A	Consumer Welfare and Promotion Staff (CWPS)
22	1	Science Research Specialist I	OSEC-DOEB-SRAS1-10-2015	13	31,320.00	Bachelor's Degree relevant to the Job (Such Economics, Electrical Engineering, Mechanical Engineering, Mathematics, Statistics, and Computer Science)	None required	None required	CS Professional / Second level eligibility	N/A	Power Market Development Division (PMDD)

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23	1	Science Research Specialist I	OSEC-DOEB-SRAS1-20-2015	13	31,320.00	Bachelor's Degree relevant to the Job (Such as Electrical Engineering, Economics and Statistics)	None required	None required	CS Professional / Second level eligibility	N/A	Power Planning and Development Division (PPDD)
24	1	Science Research Specialist I	OSEC-DOEB-SRAS1-23-2015	13	31,320.00	Bachelor's Degree relevant to the Job (Such as Electrical Engineering, Economics and Statistics)	None required	None required	CS Professional / Second level eligibility	N/A	Power Planning and Development Division (PPDD)
25	1	Science Research Specialist I	OSEC-DOEB-SRAS1-22-2015	13	31,320.00	Bachelor's Degree relevant to the Job (Such as Electrical Engineering, Economics and Statistics)	None required	None required	CS Professional / Second level eligibility	N/A	Power Planning and Development Division (PPDD)
26	1	Information Systems Analyst I	OSEC-DOEB-INFOSA1-5-2002	12	29,165.00	Bachelor's Degree relevant to the Job (Such as IT related courses)	None required	None required	CS Professional / Second level eligibility	N/A	Information Technology Division (ITD)
27	1	Science Research Analyst	OSEC-DOEB-SRAN-49-2002	11	27,000.00	Bachelor's Degree relevant to the Job (Such as BS Chemistry)	None required	None required	CS Professional / Second level eligibility	N/A	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
28	1	Administrative Officer I	OSEC-DOEB-ADOF1-14-2006	10	23,176.00	Bachelor's degree relevant to the job (Such as Accounting, Business, and Financial courses)	None required	None required	CS Professional / Second level eligibility	N/A	General Services Division (GSD)
29	1	Administrative Assistant III	OSEC-DOEB-ADAS3-14-2006	9	21,211.00	Completion of two (2) years college studies	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional / First level eligibility	N/A	Office to the Director - Electric Power Industry Management Bureau (OD-EPIMB)
30	1	Administrative Assistant III	OSEC-DOEB-ADAS3-15-2006	9	21,211.00	Completion of two (2) years college studies	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional / First level eligibility	N/A	Office to the Director - Visayas Field Office (OD-VFO)

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31	1	Administrative Assistant III	OSEC-DOEB-ADAS3-17-2006	9	21,211.00	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 (Category II) / Career Service (Sub-professional) / First level eligibility	N/A	General Services Division (GSD)
32	1	Science Research Assistant	OSEC-DOEB-SRAS-16-2021	9	21,211.00	Completion of two (2) years college studies	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional / First level eligibility	N/A	Investment and Promotion Office (IPO)
33	1	Administrative Assistant II	OSEC-DOEB-ADAS2-31-2006	8	19,744.00	Completion of two (2) years college studies	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11, s. 1996 CS Subprofessional / First level eligibility	N/A	Accounting Division (AD)
34	1	Administrative Aide VI	OSEC-DOEB-ADA6-13-2012	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Alternative Fuels and Energy Technology Division (AFETD)
35	1	Administrative Aide VI	OSEC-DOEB-ADA6-12-2012	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Coal and Nuclear Mineral Resources Development Division (CNMRDD)
36	1	Administrative Aide VI	OSEC-DOEB-ADA6-1-2015	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPTD)
37	1	Administrative Aide VI	OSEC-DOEB-ADA6-17-2020	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
38	1	Administrative Aide VI	OSEC-DOEB-ADA6-9-2006	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Human Resource Management Division (HRMD)

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39	1	Administrative Aide VI	OSEC-DOEB-ADA6-2-2022	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Information and Data Management Division (IDMD)
40	1	Administrative Aide VI	OSEC-DOEB-ADA6-2006	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Investment and Promotion Office (IPO)
41	1	Administrative Aide VI	OSEC-DOEB-ADA6-1-2022	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Oil Industry Competition and Monitoring Division (OICMD)
42	1	Administrative Aide VI	OSEC-DOEB-ADA6-1-2021	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Planning Division (PD)
43	1	Administrative Aide VI	OSEC-DOEB-ADA6-24-2006	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Policy Formulation and Research Division (PFRD)
44	1	Administrative Aide VI	OSEC-DOEB-ADA6-2-2021	6	17,553.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Retail Market Monitoring and Special Concerns Division (RMMSCD)
45	1	Administrative Aide IV	OSEC-DOEB-ADA4-3-2022	4	15,586.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Information and Data Management Division (IDMD)
46	1	Administrative Aide IV	OSEC-DOEB-ADA4-4-2022	4	15,586.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Information and Data Management Division (IDMD)

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47	1	Administrative Aide IV	OSEC-DOEB-ADA4-5-2022	4	15,586.00	Completion of two (2) years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	Information and Data Management Division (IDM)
48	1	Administrative Aide IV	OSEC-DOEB-ADA4-11-2006	4	15,586.00	Elementary school graduate	None required	None required	CSC MC No. 11, s. 1996 (Professional Driver's License)	N/A	Office of the Assistant Secretary (M. C. Marasigan)
49	1	Administrative Aide III	OSEC-DOEB-ADA3-12-2006	3	14,678.00	Must be able to read and write	None required	None required	CS Subprofessional / First level eligibility	N/A	Office of the Assistant Secretary (M. C. Capongcol)

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 not later than 31 January 2023

QUALIFIED APPLICANTS are advised to address their application letter to:
MA CECILIA 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

cc: Office of the Secretary, DOE
 Undersecretary F.W. Fuentebella
 Dr. E. B. Morales