


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:

Electronic copy to be submitted
to the CSC ED must be in MS

DBP 001-002022 01:43PM


MA. CECILIA P. BALDOS
Chief Administrative Officer
Human Resource Management Division

Date: October 14, 2022

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	Supervising Administrative Officer	OSEC-DOEB-SADOF-9-2006	22	69,963.00	Bachelor's degree relevant to the job (Such as Psychology, Human Resource Management or other related courses in Training, Organization Development and Communication)	16 hours of relevant training	3 years of relevant experience	CS Professional / Second level eligibility	N/A	HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)
2	1	Administrative Officer V (Human Resource Management Officer III)	OSEC-DOEB-ADOF-16-2006	18	45,203.00	Bachelor's degree relevant to the job (Such as Psychology, Human Resource Management or other related courses in Training, Organization Development and Communication)	8 hours of relevant training	2 years of relevant experience	CS Professional / Second level eligibility	N/A	HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)
3	1	Computer Maintenance Technologist III	OSEC-DOEB-CTMT-3-6-2002	17	41,508.00	Bachelor's degree relevant to the job (Such as Computer Science, Information Technology, Computer Engineering, ECE, and other related courses)	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	INFORMATION SERVICES DIVISION (ISD)
4	1	Technical Audit Specialist I	OSEC-DOEB-TASP1-9-2016	13	29,798.00	Bachelor's degree relevant to the job (Such as BS Accountancy or any related business course)	None required	None required	CS Professional / Second level eligibility	N/A	RENEWABLE ENERGY RESOURCES COMPLIANCE DIVISION (RERCD)
5	1	Technical Audit Specialist I	OSEC-DOEB-TASP1-10-2016	13	29,798.00	Bachelor's degree relevant to the job (Such as BS Accountancy or any related business course)	None required	None required	CS Professional / Second level eligibility	N/A	RENEWABLE ENERGY RESOURCES COMPLIANCE DIVISION (RERCD)
6	1	Technical Audit Specialist I	OSEC-DOEB-TASP1-11-2016	13	29,798.00	Bachelor's degree relevant to the job (Such as BS Accountancy or any related business course)	None required	None required	CS Professional / Second level eligibility	N/A	RENEWABLE ENERGY RESOURCES COMPLIANCE DIVISION (RERCD)
7	1	Technical Audit Specialist I	OSEC-DOEB-TASP1-22-2016	13	29,798.00	Bachelor's degree relevant to the job (Such as BS Accountancy or any related business course)	None required	None required	CS Professional / Second level eligibility	N/A	RENEWABLE ENERGY RESOURCES COMPLIANCE DIVISION (RERCD)
8	1	Legal Assistant II	OSEC-DOEB-LEA2-6-2002	12	27,608.00	Bachelor's degree relevant to the job (BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses)	4 hours of relevant training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	CS Professional / Second level eligibility	N/A	DOWNSTREAM CONVENTIONAL ENERGY LEGAL SERVICES DIVISION (DCE LSD)

No.	No of Vacancies	Position Title	Plantilla Item Number	Salary Grade	Salary (PhP)	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignments (All in Manila Office, except otherwise specified)
9	1	Legal Assistant II	OSEC-DOEB-LEA2-11-2002	12	27,608.00	Bachelor's degree relevant to the job (BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses)	4 hours of relevant training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	CS Professional / Second level eligibility	N/A	UPSTREAM CONVENTIONAL ENERGY LEGAL SERVICES DIVISION (UCELSD)
10	1	Internal Auditor I	OSEC-DOEB-IAUD1-22-2006	11	25,439.00	Bachelor's degree relevant to the job (Such as Bachelor of Laws, Accountancy, Public Administration, Criminology, Information Technology/Computer Science and other related courses)	None required	None required	CS Professional / Second level eligibility	N/A	INTERNAL AUDIT DIVISION (IAD)

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 application form and upload complete application requirements using the DOE Online Recruitment Portal not later than October 26, 2022

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 SHALL NOT BE ENTERTAINED