


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

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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:


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

Date: November 16, 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	Chief Technical Audit Specialist	OSEC-DOEB-CTAS-19-2016	24	88,410.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/managerial experience	CS Professional / Second level eligibility	N/A	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION (CERCD)
2	1	Accountant III	OSEC-DOEB-A3-4-2002	19	49,835.00	Bachelor's degree in Accountancy, Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	NA	ACCOUNTING DIVISION (AD)
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	Science Research Specialist II	OSEC-DOEB-SRAS2-13-2020	16	38,150.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	ENERGY EFFICIENCY AND CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION (EPSMD)
5	1	Science Research Specialist II	OSEC-DOEB-SRAS2-96-2002	16	38,150.00	Bachelor's degree relevant to the job (Such as Mechanical or Chemical Engineering)	4 hours of relevant training	1 year of relevant experience (Waived pursuant to CSC Res. No. 07-2245)	CS Professional / Second level eligibility	N/A	ENERGY INDUSTRY MANAGEMENT DIVISION VISAYAS FIELD OFFICE (EIMD-VFO)
6	1	Science Research Specialist II	OSEC-DOEB-SRAS2-10-2021	16	38,150.00	Bachelor's degree relevant to the job (Such as Mining Engineering)	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION-VISAYAS FIELD OFFICE (ERDUD-VFO)
7	1	Science Research Specialist II	OSEC-DOEB-SRAS2-128-2002	16	38,150.00	Bachelor's degree relevant to the job (Such as Business and Economics, or any Engineering courses)	4 hours of relevant training	1 year of relevant experience (Waived pursuant to CSC Res. No. 07-2245)	CS Professional / Second level eligibility	N/A	NATURAL GAS MANAGEMENT DIVISION (NGMD)
8	1	Science Research Specialist II	OSEC-DOEB-SRAS2-52-2002	16	38,150.00	Bachelor's degree relevant to the job (Such as BS Economics or Statistics)	4 hours of relevant training	1 year of relevant experience (Waived pursuant to CSC Res. No. 07-2245)	CS Professional / Second level eligibility	N/A	RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION (REAMD)
9	1	Internal Auditor II	OSEC-DOEB-IAUD2-27-2006	15	35,097.00	Bachelor's degree relevant to the job (Such as Bachelor of Laws, Accountancy, Public Administration, Criminology, Information Technology/Computer Science and other related courses)	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	INTERNAL AUDIT DIVISION (IAD)

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10	1	Administrative Officer IV (Administrative Officer II)	OSEC-DOEB-ADOF4-28-2006	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second level eligibility	N/A	VISAYAS FIELD OFFICE-OFFICE OF THE DIRECTOR (VFO-OD)
11	1	Technical Audit Specialist I	OSEC-DOEB-TASP1-1-2016	13	29,798.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	CONVENTIONAL ENERGY RESOURCES COMPLIANCE DIVISION (CERCD)
12	1	Science Research Specialist I	OSEC-DOEB-SRAS1-11-2021	13	29,798.00	Bachelor's degree relevant to the job (Such as Economics, Computer Engineering, Information Technology)	None required	None required	CS Professional / Second level eligibility	N/A	ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION-VISAYAS FIELD OFFICE (ERDUD-VFO)
13	1	Science Research Specialist I	OSEC-DOEB-SRAS1-15-2021	13	29,798.00	Bachelor's degree relevant to the job (Such as Industrial Engineering, Project Management and other Business and Communication courses)	None required	None required	CS Professional / Second level eligibility	N/A	INVESTMENT PROMOTION OFFICE (IPO)
14	1	Technical Audit Specialist I	OSEC-DOEB-TASP1-6-2016	13	29,798.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second level eligibility	N/A	POWER COMPLIANCE DIVISION (PCD)
15	1	Science Research Specialist I	OSEC-DOEB-SRAS1-14-2015	13	29,798.00	Bachelor's degree relevant to the job (Such as Computer Science, Information Technology, Computer Engineering, Data Management and other related courses)	None required	None required	CS Professional / Second level eligibility	N/A	POWER MARKET DEVELOPMENT DIVISION (PMDD)
16	1	Science Research Specialist I	OSEC-DOEB-SRAS1-15-2015	13	29,798.00	Bachelor's degree relevant to the job (Such as Economics, Finance, Mathematics, Statistics other related courses)	None required	None required	CS Professional / Second level eligibility	N/A	POWER MARKET DEVELOPMENT DIVISION (PMDD)
17	1	Science Research Specialist I	OSEC-DOEB-SRAS1-18-2015	13	29,798.00	Bachelor's degree relevant to the job (Such as Computer Science, Information Technology, Computer Engineering, Data Management and other related courses)	None required	None required	CS Professional / Second level eligibility	N/A	POWER MARKET DEVELOPMENT DIVISION (PMDD)
18	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)
19	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)
20	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)
21	1	Science Research Specialist I	OSEC-DOEB-SRAS1-24-2015	13	29,798.00	Bachelor's degree relevant to the job (such as BS Chemistry)	None required	None required	CS Professional / Second level eligibility	N/A	RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION (RMMSCD)
22	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)

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23	1	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOEB-ADAS3-15-2008	9	20,402.00	Completion of 2 years college studies	4 hours of relevant training	1 year of relevant experience	CS Subprofessional / First level eligibility	N/A	VISAYAS FIELD OFFICE-OFFICE OF THE DIRECTOR (VFO-OD)
24	1	Administrative Aide VI (Clerk III)	OSEC-DOEB-ADA6-25-2006	6	16,877.00	Completion of 2 years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	ENERGY COOPERATION AND COORDINATION DIVISION (ECCD)
25	1	Administrative Aide VI (Clerk III)	OSEC-DOEB-ADA6-6-2006	6	16,877.00	Completion of 2 years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	INVESTMENT PROMOTION OFFICE (IPO)
26	1	Administrative Aide VI (Clerk III)	OSEC-DOEB-ADA6-1-2021	6	16,877.00	Completion of 2 years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	PLANNING DIVISION (PD)
27	1	Administrative Aide VI (Clerk III)	OSEC-DOEB-ADA6-2-2021	6	16,877.00	Completion of 2 years college studies	None required	None required	CS Subprofessional / First level eligibility	N/A	RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION (RMMSCD)
28	1	Administrative Aide IV (Mechanic I)	OSEC-DOEB-ADA4-16-2006	4	14,993.00	High School Graduate or Completion of relevant vocational/trade courses	None required	None required	Category II CSC MC No. 11, s. 1996 (Mechanic Eligibility)	N/A	GENERAL SERVICES DIVISION (GSD)
29	1	Administrative Aide IV (Mechanic I)	OSEC-DOEB-ADA4-17-2006	4	14,993.00	High School Graduate or Completion of relevant vocational/trade courses	None required	None required	Category II CSC MC No. 11, s. 1996 (Mechanic Eligibility)	N/A	GENERAL SERVICES DIVISION (GSD)
30	1	Administrative Aide III (Driver I)	OSEC-DOEB-ADA3-24-2006	3	14,125.00	Elementary School Graduate	None required	None required	CSC MC NO. 11, s. 1996 (Professional Driver's License)	N/A	VISAYAS FIELD OFFICE-OFFICE OF THE DIRECTOR (VFO-OD)

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 27 November 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/REQUIREMENTS SHALL NOT BE ENTERTAINED

CC: Office of the Secretary, DOE
 Underscretary F.W. Fuentesbela
 Dr. A. M. De Guzman, CESO IV