


CS Form No. 9
 Revised 2018

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: May 21, 2024

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-SVRSRS-14-2015	22	71,511.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
2	ATTORNEY III	OSEC-DOEB-ATY3-1-2024	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
3	ATTORNEY III	OSEC-DOEB-ATY3-2-2024	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
4	ATTORNEY III	OSEC-DOEB-ATY3-3-2024	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
5	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-58-2002	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	SOLAR AND WIND ENERGY MANAGEMENT DIVISION
6	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-55-2002	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	ENERGY EFFICIENCY AND CONSERVATION PERFORMANCE REGULATION AND ENFORCEMENT DIVISION
7	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-50-2002	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	PETROLEUM RESOURCES DEVELOPMENT DIVISION
8	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DOEB-SRSRS-86-2002	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	PETROLEUM RESOURCES DEVELOPMENT DIVISION

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9	INFORMATION SYSTEMS ANALYST II	OSEC-DOEB-INFOSA2-4-2002	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INFORMATION TECHNOLOGY, COMPUTER SCIENCE AND COMPUTER ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	INFORMATION TECHNOLOGY DIVISION
10	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-9-2020	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS ENVIRONMENTAL AND SANITARY, ECE, ELECTRICAL OR CHEMICAL ENGINEERING)	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION
11	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-15-2015	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	POWER MARKET DEVELOPMENT DIVISION
12	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-19-2015	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	POWER MARKET DEVELOPMENT DIVISION
13	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-25-2002	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	OIL INDUSTRY COMPETITION AND MONITORING DIVISION
14	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-35-2002	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	OIL INDUSTRY STANDARDS AND MONITORING DIVISION
15	SCIENCE RESEARCH SPECIALIST II	OSEC-DOEB-SRAS2-25-2015	16	39,672.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, STATISTICS, 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
16	INTERNAL AUDITOR II	OSEC-DOEB-IAUD2-28-2006	15	36,619.00	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
17	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-10-2015	13	31,320.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS INFORMATION TECHNOLOGY, COMPUTER SCIENCE OR ANY IT-RELATED COURSE)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER MARKET DEVELOPMENT DIVISION
18	SCIENCE RESEARCH SPECIALIST I	OSEC-DOEB-SRAS1-20-2015	13	31,320.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (SUCH AS BS ECONOMICS, STATISTICS, ELECTRICAL AND MECHANICAL ENGINEERING)	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	POWER PLANNING AND DEVELOPMENT DIVISION
19	ADMINISTRATIVE OFFICER II	OSEC-DOEB-ADOF2-18-2020	11	27,000.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	N/A	HUMAN RESOURCE MANAGEMENT DIVISION

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20	ADMINISTRATIVE ASSISTANT II	OSEC-DOEB-ADAS2-27-2005	8	19,744.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES OR HIGHSCHOOL GRADUATE WITH RELEVANT VOCATIONAL TRADE COURSE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	ELECTRONICS EQUIPMENT TECHNICIAN (MC 11. S. 95-CAT. II)	N/A	GENERAL SERVICES DIVISION
21	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-29-2006	6	17,553.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	NATURAL GAS MANAGEMENT DIVISION
22	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
23	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
24	ADMINISTRATIVE AIDE VI	OSEC-DOEB-ADA6-10-2006	6	17,553.00	COMPLETION OF TWO (2) YEARS COLLEGE STUDIES	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL / FIRST LEVEL ELIGIBILITY	N/A	GENERAL SERVICES DIVISION

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 31 May 2024

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. Fuentesbella
 Dir. E. B. Morales