



DEPARTMENT OF NATIONAL DEFENSE

LIST OF VACANCIES

(as of 26 October 2016)

OFFICE/UNIT		EDUCATION		EXPERIENCE		TRAINING		ELIGIBILITY	
OFFICE OF THE UNDERSECRETARY FOR DEFENSE POLICY (OUSDP)									
OSEC-DNDB-DLLS-7-2000	Department Legislative Liaison Specialist	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional		
OSEC-DNDB-DLLS-9-2000	Department Legislative Liaison Specialist	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional		
OSEC-DNDB-DLLS-10-2000	Department Legislative Liaison Specialist	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional		
INTERNAL AUDIT SERVICE (IAS)									
OSEC-DNDB-IAUD5-11-2013	Internal Auditor V	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional		
OSEC-DNDB-IAUD3-14-2013	Internal Auditor III	18	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional		
OSEC-DNDB-IAUD2-16-2013	Internal Auditor II	15	1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional		
OSEC-DNDB-IAUD2-18-2013	Internal Auditor II	15	1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional		
PUBLIC AFFAIRS SERVICE (PAS)									
OSEC-DNDB-ADOF4-29-2005	Administrative Officer IV (Info Offcr II)	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional		
OFFICE OF THE ASSISTANT SECRETARY FOR ACQUISITION, INSTALLATIONS AND LOGISTICS (OASAIL)									
OSEC-DNDB-ENG5-21-2000	Engineer V	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	RA 1080		
OSEC-DNDB-LGMO5-19-2000	Logistics Management Officer V	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional		
OSEC-DND-LGMO3-19-2000	Logistics Management Officer III	18	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional		
OSEC-DNDB-ADOF5-3-2014	Administrative Officer V	18	1	Bachelor's degree	2 yrs of relevant experience	8 hrs of relevant training	CS Professional		
OSEC-DNDB-ADOF5-4-2014	Administrative Officer V	18	1	Bachelor's degree	2 yrs of relevant experience	8 hrs of relevant training	CS Professional		
OSEC-DNDB-ADOF4-5-2014	Administrative Officer IV	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional		



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OSEC-DNDB-ADOF2-7-2014	Administrative Officer II	11	1	Bachelor's degree	None required	None required	CS Professional
OSEC-DNDB-ADAS2-53-2005	Administrative Assistant II (Data Entry Machine Operator II)	08	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
OSEC-DNDB-CGR2-21-2000	Cartographer II	08	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
OFFICE OF THE ASSISTANT SECRETARY FOR ASSESSMENTS AND INTERNATIONAL AFFAIRS (OASAIA)							
OSEC-DNDB-CDRO-13-2013	Chief Defense Research Officer	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional
OSEC-DNDB-SVDRO-21-2013	Supervising Defense Research Officer	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-SRDRO-23-2013	Senior Defense Research Officer	18	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
OSEC-DNDB-DRO2-27-2013	Defense Research Officer II	15	1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-DRO1-25-2013	Defense Research Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-DRO1-26-2013	Defense Research Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-DRO1-29-2013	Defense Research Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OFFICE OF THE ASSISTANT SECRETARY FOR PLANS AND PROGRAMS (OASPP)							
OSEC-DNDB-INTELO5-15-2000	Intelligence Officer V	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional
OSEC-DNDB-PLO5-21-2000	Planning Officer V	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional
OSEC-DNDB-PLO5-28-2013	Planning Officer V	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional
OSEC-DNDB-PLO4-29-2013	Planning Officer IV	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-SVDRO-23-2000	Supervising Defense Research Officer	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional



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OSEC-DNDB-INTELO1-17-2000	Intelligence Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-INTELO1-18-2000	Intelligence Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
MANAGEMENT INFORMATION SYSTEM SERVICE (MISS)							
OSEC-DNDB-ITO1-24-2000	Information Technology Officer I	19	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
OSEC-DNDB-INFOSA2-25-2000	Information Systems Analyst II	16	1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-COMPRO2-24-2000	Computer Programmer II	15	1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
ADMINISTRATIVE SERVICE (AS)							
OSEC-DNDB-SADOF-23-2005	Supervising Administrative Officer (Administrative Officer IV)	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF5-27-2005	Administrative Officer V (Supply Officer III)	18	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF1-36-2005	Administrative Officer I (Cashier I)	10	1	Bachelor's degree	None required	None required	CS Professional
OSEC-DNDB-ADAS2-41-2005	Administrative Assistant II (Property Custodian)	08	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
OSEC-DNDB-ADA3-15-2005	Administrative Aide III (Clerk I)	03	1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
OFFICE OF THE ASSISTANT SECRETARY FOR HUMAN RESOURCE (OASHR)							
OSEC-DNDB-DIR3-32-2000	Director IV	28	1	Bachelor's degree	3 years of supervisory experience	None required	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)
OSEC-DNDB-CADOF-37-2013	Chief Administrative Officer (HRMO V)	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional
OSEC-DNDB-ADOF5-30-2005	Administrative Officer V (HRMO III)	18	1	Bachelor's degree	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
OSEC-DNB-ADOF4-35-2013	Administrative Officer IV (HRMO II)	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF4-31-2005	Administrative Officer IV (HRMO II)	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional



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LEGAL AFFAIRS SERVICE (LAS)							
OSEC-DNDB-LEGO3-34-2000	Attorney III	21	1	Bachelor of Laws	1 yr of relevant experience	4 hrs of relevant training	RA 1080
OSEC-DNDB-LEA1-40-2013	Legal Assistant I	10	1	Bachelor's degree	None required	None required	CS Professional
OSEC-DNDB-ADA4-34-2005	Administrative Aide IV (Stenographer I)	04	1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
OFFICE OF THE ASSISTANT SECRETARY FOR FINANCIAL MANAGEMENT (OASFM)							
OSEC-DNDB-CADOF-26-2005	Chief Administrative Officer (BO V)	24	1	Masteral degree	4 yrs in position/s involving management and supervision	24 hrs of relevant training in management and supervision	CS Professional
OSEC-DNDB-ADOF2-42-2005	Administrative Officer II (BO I)	11	1	Bachelor's degree relevant to the job	None required	None Required	CS Professional
OSEC-DNDB-ADOF2-48-2005	Administrative Officer II (FE I)	11	1	Bachelor's degree relevant to the job	None required	None Required	CS Professional
OSEC-DNDB-ADA4-37-2005	Administrative Aide IV	04	1	Completion of 2 year studies in college	None required	None require	CS Sub-professional
TOTAL			51				

We are inviting interested personnel to apply for any of the above vacant positions and to submit the following documents to the Office of the Assistant Secretary for Human Resource (OASHR), Room 101, DND Building, Camp General Emilio Aguinaldo, Quezon City not later than 07 November 2016:

1. Letter of Application (Please indicate the position/s and Office/s you're applying for)
2. Personal Data Sheet (PDS)
3. Resume/Curriculum Vitae (CV)
4. Transcript of Records (*photocopy*)
5. Diploma (*photocopy*)
6. Certificate of Eligibility/ RA 1080 (*photocopy*)
7. Certificate of Trainings/Seminars attended (*photocopy*)
8. Awards/Letters of Commendations received (*photocopy*)
9. Latest Performance Rating for two (2) rating periods (*photocopy*) (*for Government employees*)

Kindly bring the original documents for validation upon submission of requirements to OASHR. Only applicants with complete documents shall be considered for evaluation. Further, only shortlisted applicants shall be contacted. For further inquiries, you may contact the Civilian Personnel Division, OASHR, DND at the following telephone numbers: (02) 911 6546 / 982 5830 / 911 6001 local 8341.