



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
 LIST OF VACANCIES
(as of 17 October 2018)

	POSITION TITLE <i>(Including Parenthetical Title)</i>	SG	PLANTILLA ITEM NUMBER	MONTHLY SALARY*	QUALIFICATION STANDARDS				PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
Office of the Undersecretary for Defense Policy (OUSDP)									
1	Department Legislative Liaison Specialist	22	OSEC-DNDB-DLLS-10-2000	PHP 58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional	OUSDP
Office of the Assistant Secretary for Financial Management (OASFM)									
2	Administrative Officer II (Fiscal Examiner I)	11	OSEC-DNDB-ADOF2-43-2005	PHP 20,179.00	Bachelor's degree	None required	None required	Career Service Professional	Budget Division
3	Administrative Officer II (Fiscal Examiner I)	11	OSEC-DNDB-ADOF2-48-2005	PHP 20,179.00	Bachelor's degree	None required	None required	Career Service Professional	Management Division
Administrative Service (AS)									
4	Administrative Officer V (Supply Officer III)	18	OSEC-DNDB-ADOF5-27-2005	PHP 38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional	General Services Division
5	Administrative Officer I (Cashier I)	10	OSEC-DNDB-ADOF1-34-2005	PHP 18,718.00	Bachelor's degree	None required	None required	Career Service Professional	
6	Administrative Assistant II (Property Custodian)	08	OSEC-DNDB-ADAS2-41-2005	PHP 16,282.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional	
6	TOTAL								

* Third Tranche of the existing Salary Schedule for Civilian Government Personnel pursuant to Executive Order No. 201 s. 2016

We are inviting interested and qualified personnel to apply for any of the above vacant positions and to submit the following documents to the address below not later than **29 October 2018**.

1. **Letter of Application**
2. **Fully accomplished Personal Data Sheet (PDS)** with recent passport-sized picture (*CS Form No. 212, Revised 2017*) which can be downloaded at www.csc.gov.ph
3. **Work Experience Sheet** (*Attachment to CS Form 212, Revised 2017*)
4. **Transcript of Records and Diploma** (*photocopy*)
5. **Certificate of Eligibility / Rating / License (RA 1080)** (*photocopy*)
6. Certificate of Trainings / Seminars attended in the last five (5) years (*photocopy*) (*if applicable*)
7. Awards / Letters of Commendations received (*photopy*) (*if applicable*)
8. Latest Performance Rating for one (1) year (*photocopy*) (*if applicable*)

QUALIFIED APPLICANTS are advised to hand in or send through courier/electronic mail their application to:

Contact : **ASEC. ANTONIO L. BAUTISTA**
 Position : **Assistant Secretary for Human Resource**

Address : Office of the Assistant Secretary for Human Resource
 Department of National Defense
 Room 101, DND Building
 Camp General Emilio Aguinaldo, Quezon City

Email : recruitment.oashr.dnd@gmail.com

Contact No. : (+63) 982 5600 local 5830 or 5670

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.