



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF NATIONAL DEFENSE**  
 LIST OF VACANCIES  
*(as of 29 August 2018)*

	POSITION TITLE	SG	PLANTILLA ITEM NUMBER	ANNUAL SALARY*	QUALIFICATION STANDARDS				PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>Office of the Assistant Secretary for Human Resource (OASHR)</b>									
1	Administrative Assistant II (Human Resource Management Assistant)	08	OSEC-DNDB-ADAS2-43-2005	PHP 195,384.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service Subprofessional	Civilian Personnel Division
<b>Office of the Assistant Secretary for Acquisition, Installations, and Logistics (OASAIL)</b>									
2	Logistics Management Officer I	11	OSEC-DNDB-LGMO1-17-2013	PHP 242,148.00	Bachelor's degree	None required	None required	Civil Service Professional	Installations Management Division
3	Logistics Management Officer I	11	OSEC-DNDB-LGMO1-15-2013	PHP 242,148.00	Bachelor's degree	None required	None required	Civil Service Professional	Logistics Management Division
4	Administrative Officer II	11	OSEC-DNDB-ADOF2-5-2014	PHP 242,148.00	Bachelor's degree	None required	None required	Civil Service Professional	Procurement Division
4	<b>TOTAL</b>								

\* 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 **10 September 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](http://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 (photocopy) (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](mailto:recruitment.oashr.dnd@gmail.com)

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**