

**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF NATIONAL DEFENSE**  
 LIST OF VACANCIES  
 (as of 01 May 2018)



	POSITION TITLE	SG	PLANTILLA ITEM NUMBER	ANNUAL SALARY*	QUALIFICATION STANDARDS				PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>Office of the Undersecretary for Defense Policy (OUSDP)</b>									
1	Department Legislative Liaison Specialist	22	OSEC-DNDB-DLLS-10-2000	PHP 704,604.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	OUSDP
<b>Office of the Assistant Secretary for Financial Management (OASFM)</b>									
2	Chief Administrative Officer (Budget Officer V)	24	OSEC-DNDB-CADOF-26-2005	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Budget Division
3	Administrative Aide IV (Fiscal Clerk I)	04	OSEC-DNDB-ADA4-37-2005	PHP 152,088.00	Completion of two years studies in college	None required	None required	Civil Service Subprofessional	
4	Accountant III **	19	OSEC-DNDB-A3-21-2000	PHP 505,188.00	Bachelor's degree in Commerce / Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	Accounting Division
5	Administrative Aide IV (Accounting Clerk I)	04	OSEC-DNDB-ADA4-38-2005	PHP 152,088.00	Completion of two years studies in college	None required	None required	Civil Service Subprofessional	
6	Administrative Aide IV (Accounting Clerk I)	04	OSEC-DNDB-ADA4-39-2005	PHP 152,088.00	Completion of two years studies in college	None required	None required	Civil Service Subprofessional	
<b>Office of the Assistant Secretary for Assessments and International Affairs (OASAIA)</b>									
7	Supervising Defense Research Officer	22	OSEC-DNDB-SVDRO-22-2000	PHP 704,604.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	Defense Cooperation Division
8	Senior Defense Research Officer	18	OSEC-DNDB-SRDRO-23-2013	PHP 457,020.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Civil Service Professional	
9	Defense Research Officer II	15	OSEC-DNDB-DRO2-22-2000	PHP 348,120.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service Professional	
10	Defense Research Officer II	15	OSEC-DNDB-DRO2-23-2000	PHP 348,120.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service Professional	
11	Chief Defense Research Officer	24	OSEC-DNDB-CDRO-13-2013	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Strategic Assessment Division



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12	Supervising Defense Research Officer	22	OSEC-DNDB-SVDRO-21-2013	PHP 704,604.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	
<b>Office of the Assistant Secretary for Plans and Programs (OASPP)</b>									
13	Planning Officer V	24	OSEC-DNDB-PLO5-21-2000	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Strategic Planning Division
14	Administrative Aide V (Illustrator II)	05	OSEC-DNDB-ADA5-13-2005	PHP 161,772.00	Completion of two years in college or High School Graduate with relevant vocational / trade course	None required	None required	Civil Service Subprofessional	
15	Intelligence Officer V	24	OSEC-DNDB-INTEL05-15-2000	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Program Performance Monitoring Division
16	Intelligence Officer III	18	OSEC-DNDB-INTEL03-16-2000	PHP 457,020.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Civil Service Professional	
17	Intelligence Officer I	11	OSEC-DNDB-INTEL01-18-2000	PHP 242,148.00	Bachelor's degree	None required	None required	Civil Service Professional	
18	Supervising Defense Research Officer	22	OSEC-DNDB-SVDRO-23-2000	PHP 704,604.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	Capability Planning and Force Development Division
19	Planning Officer V	24	OSEC-DNDB-PLO5-28-2013	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Program Analysis and Evaluation Division
20	Planning Officer IV	22	OSEC-DNDB-PLO4-29-2013	PHP 704,604.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	
<b>Office of the Assistant Secretary for Human Resource (OASHR)</b>									
21	Administrative Officer V (Human Resource Management Officer III)	18	OSEC-DNDB-ADOF5-29-2005	PHP 457,020.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Civil Service Professional	Human Resource Development Division



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22	Chief Administrative Officer (Human Resource Management Officer V)	24	OSEC-DNDB-CADOF-37-2013	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Military Personnel Division
<b>Office of the Assistant Secretary for Acquisition, Installations, and Logistics (OASAIL)</b>									
23	Engineer V	24	OSEC-DNDB-ENG5-21-2000	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080	Installations Management Division
24	Logistics Management Officer II **	15	OSEC-DNDB-LGMO2-19-2000	PHP 348,120.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Civil Service Professional	
25	Logistics Management Officer V	24	OSEC-DNDB-LGMO5-19-2000	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Logistics Management Division
26	Logistics Management Officer II **	15	OSEC-DNDB-LGMO2-14-2013	PHP 348,120.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Civil Service Professional	
27	Logistics Management Officer II **	15	OSEC-DNDB-LGMO2-15-2013	PHP 348,120.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Civil Service Professional	Acquisition and Resource Management Division
<b>Internal Audit Service (IAS)</b>									
28	Internal Auditor I	11	OSEC-DNDB-IAUD1-17-2013	PHP 242,148.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional	Operations Audit Division
29	Internal Auditor I	11	OSEC-DNDB-IAUD1-18-2013	PHP 242,148.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional	
30	Internal Auditor V	24	OSEC-DNDB-IAUD5-11-2013	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Management Audit Division
31	Internal Auditor II	15	OSEC-DNDB-IAUD2-17-2013	PHP 348,120.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service Professional	
32	Internal Auditor I	11	OSEC-DNDB-IAUD1-20-2013	PHP 242,148.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional	
<b>Public Affairs Service (PAS)</b>									



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33	Chief Administrative Officer (Information Officer V)	24	OSEC-DNDB-CADOF-21-2005	PHP 879,588.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Civil Service Professional	Public Affairs Division
34	Administrative Officer II (Information Officer I)	11	OSEC-DNDB-ADOF2-33-2005	PHP 242,148.00	Bachelor's degree	None required	None required	Civil Service Professional	Public Information and Monitoring Division
<b>Legal Affairs Service (LAS)</b>									
35	Attorney III	21	OSEC-DNDB-ATY3-4-2010	PHP 630,648.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Legal Services and Assistance Division
36	Legal Assistant II	12	OSEC-DNDB-LEA2-39-2013	PHP 265,788.00	Bachelor's degree	None required	None required	Civil Service Professional	
37	Administrative Aide IV (Stenographer I)	04	OSEC-DNDB-ADA4-34-2005	PHP 152,088.00	Completion of two years studies in college	None required	None required	Civil Service Subprofessional	Legal Affairs Service
<b>Management Information System Service (MISS)</b>									
38	Information Technology Officer I	19	OSEC-DNDB-ITO1-24-2000	PHP 505,188.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Civil Service Professional	System Analysis and Network Management Division
<b>Administrative Service (AS)</b>									
39	Supervising Administrative Officer (Administrative Officer IV)	22	OSEC-DNDB-SADOF-23-2005	PHP 704,604.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Civil Service Professional	General Services Division
40	Administrative Aide III (Clerk I)	03	OSEC-DNDB-ADA3-15-2005	PHP 142,968.00	Completion of two years studies in college	None required	None required	Civil Service Subprofessional	
41	Administrative Aide III (Clerk I)	03	OSEC-DNDB-ADA3-17-2005	PHP 142,968.00	Completion of two years studies in college	None required	None required	Civil Service Subprofessional	



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42	Administrative Aide IV (Clerk II)	04	OSEC-DNDB-ADA4-20-2005	PHP 152,088.00	Completion of two years studies in college	None required	None required	Civil Service Subprofessional	Records Division
<b>42</b>	<b>TOTAL</b>								

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

\*\* Vacancies have already been shortlisted or deliberated upon by the Promotion Selection Board

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 May 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. **Resume / Curriculum Vitae**
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](mailto:recruitment.oashr.dnd@gmail.com)

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

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