

**DEPARTMENT OF NATIONAL DEFENSE**  
**LIST OF VACANCIES**  
(as of 06 June 2014)

OFFICE/UNIT				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>INTERNAL AUDIT SERVICE (IAS)</b>							
OSEC-DNDB-DIR4-10-2013	Director IV	28	1	Bachelor's degree	3 yrs of supervisory experience	None required	CS Executive Eligibility (CSEE) / Career Executive Service (CES)
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-IAUD2-15-2013	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-IAUD2-16-2013	Internal Auditor II	15	1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
<b>PUBLIC AFFAIRS SERVICE (PAS)</b>							
OSEC-DNDB-CADOF-21-2005	Chief Administrative Officer (Info Offcr 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-SADOF-21-2005	Supervising Administrative Officer	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF5-25-2005	Administrative Officer V	18	1	Bachelor's degree	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
<b>OFFICE OF THE ASSISTANT SECRETARY FOR ACQUISITION, INSTALLATIONS AND LOGISTICS (OASAIL)</b>							
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-LGMO4-17-2013	Logistics Management Officer IV	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ARC3-21-2000	Architect III	19	1	Bachelor's degree in Architecture	2 yrs of relevant experience	8 hrs of relevant training	RA 1080

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OSEC-DNDB-LGMO2-19-2000	Logistics Management Officer II	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-LGMO2-15-2013	Logistics Management Officer II	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-PROCMO2-20-2013	Administrative Officer III	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-LGMO1-17-2013	Logistics Management Officer I	11	1	Bachelor's degree	None required	None required	CS Professional
<b>OFFICE OF THE ASSISTANT SECRETARY FOR STRATEGIC ASSESSMENT (OASSA)</b>							
OSEC-DNDB-CDRO-22-2000	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-22-2000	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
OSEC-DNDB-DRO2-22-2000	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-DRO1-23-2000	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-DRO1-27-2013	Defense Research Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-DRO1-28-2013	Defense Research Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>OFFICE OF THE ASSISTANT SECRETARY FOR PLANS AND PROGRAMS (OASPP)</b>							
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-PLO5-28-2013	Planning Officer V	24	1	Masteral degree	4 yrs in position/s involving management	24 hrs of relevant training in	CS Professional

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					and supervision	management and supervision	
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-PLO4-21-2000	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
OSEC-DNDB-DRO2-24-2000	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-INTEL01-18-2000	Intelligence Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-DRO1-30-2013	Defense Research Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-ADA5-13-2005	Administrative Aide V (Illustrator II)	05	1	Completion of 2 year studies in college or highschool graduate with relevant vocation/ trade course	None required	None required	CS Sub-professional
<b>MANAGEMENT INFORMATION SYSTEM SERVICE (MISS)</b>							
OSEC-DNDB-COMPRO3-24-2000	Computer Programmer III	18	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
OSEC-DNDB-ADA4-31-2005	Administrative Aide IV (Stenographer I)	04	1	Completion of 2 years studies in college	None required	None required	CS Sub-professional
<b>ADMINISTRATIVE SERVICE (AS)</b>							
OSEC-DNDB-CADOF-23-2005	Chief Administrative 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-ADOF5-26-2005	Administrative Officer V (Cashier III)	18	1	Bachelor's degree	2 yrs of relevant experience	8 hrs of relevant training	CS professional

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### LIST OF VACANCIES

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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-ADOF1-34-2005	Administrative Officer I (Cashier I)	10	1	Bachelor's degree	None required	None required	CS Professional
OSEC-DNDB-ENG2-22-2000	Engineer II	16	1	Bachelor's degree in Engineering relevant to the job	1 yr of relevant experience	4 hrs of relevant training	RA 1080
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
OSEC-DNDB-ADA3-35-2005	Administrative Aide III (Clerk I)	03	1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
<b>OFFICE OF THE ASSISTANT SECRETARY FOR HUMAN RESOURCE (OASHR)</b>							
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-SADOF-34-2013	Supervising Administrative Officer (HRMO IV)	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF5-30-2005	Administrative Officer V (HRMO III)	18	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADAS1-40-2005	Administrative Assistant I (Computer Operator I)	07	1	Completion of two years studies in college	None required	None required	CS Sub-professional Data encoder
OSEC-DNDB-ADA6-15-2005	Administrative Aide VI (Data Entry Machine Operator I)	06	1	Completion of two years studies in college	None required	None required	CS Sub-professional Data encoder
<b>LEGAL AFFAIRS SERVICE (LAS)</b>							
OSEC-DNDB-LEA1-35-2000	Legal Assistant I	10	1	Bachelor's degree relevant to the job	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

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<b>OFFICE OF THE ASSISTANT SECRETARY FOR FINANCIAL MANAGEMENT (OASFM)</b>						
OSEC-DNDB-ADOF4-32-2005	Administrative Officer IV (BO II)	15 1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF4-33-2005	Administrative Officer IV (FE II)	15 1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF4-34-2005	Administrative Officer IV	15 1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-ADAS2-45-2005	Administrative Assistant II (Budg Asst)	08 1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
OSEC-DNDB-ADA6-6-2005	Administrative Aide VI (Clerk III)	06 1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
OSEC-DNDB-ADA4-37-2005	Administrative Aide IV (Fiscal Clerk I)	04 1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
OSEC-DNDB-ADA4-39-2005	Administrative Aide IV (Acctg Clerk I)	04 1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
OSEC-DNDB-ADA4-40-2005	Administrative Aide IV (Acctg Clerk I)	04 1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
<b>TOTAL</b>		<b>54</b>				

We are inviting interested personnel to apply for any of the above vacant positions and 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 for evaluation TEN (10) days upon notice:

1. Letter of Application (Please indicate the position/s and Office/s you're applying for)
2. Updated Personal Data Sheet (PDS) or Resume
3. Authenticated Transcript of Records from the School Registrar
4. Certificate of Eligibility (photocopy)
5. Certificate of Trainings/Seminars attended (photocopy)
6. Awards/Letter of Commendations received
7. Latest Performance Rating for two (2) rating periods (photocopy)

**Only applicants with complete documents shall be considered for evaluation. Further, only shortlisted applicants shall be contacted.**

For further inquiries, you may contact Mr. Dick P Diolola, Chief, Civilian Personnel Division, OASHR, DND at the following telephone numbers: 911 6546 / 911 6001 local 8341.

*\*Please note that the positions posted from the previous Vacancy Announcement dated 08 and 29 April 2014 are still valid.*