DEPARTMENT OF NATIONAL DEFENSE
LIST OF VACANCIES
(as of 09 Jan 2015)

OFFICE/UNIT				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
OFFICE OF THE UNDERSECRETARY FOR DEFENSE POLICY							
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-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-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-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-IAUD2-15-2013	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
PUBLIC AFFAIRS SERVICE (PAS)							
OSEC-DNDB-CADOF-20-2005	Chief Administrative Officer (PRO 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
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-DNDB-CADOF-1-2014	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

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OSEC-DNDB-LGMO4-19-2000	Logistics Management Officer IV	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-SADOF-2-2014	*Supervising Administrative Officer*	*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
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-ADOF4-4-2014	Administrative Officer IV	15	1	Bachelor's degree	1 yr of relevant experience	4 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
OSEC-DNDB-ADOF4-6-2014	Administrative Officer IV	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-LGMO1-15-2013	Logistics Management Officer I	11	1	Bachelor's degree	None required	None required	CS Professional
OSEC-DNDB-ADOF2-6-2014	Administrative Officer II	11	1	Bachelor's degree	None required	None required	CS Professional
OSEC-DNDB-ADOF2-7-2014	Administrative Officer II	11	1	Bachelor's degree	None required	None required	CS Professional
OSEC-DNDB-ADAS3-7-2014	Administrative Assistant III	09	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 STRATEGIC ASSESSMENT (OASSA)							
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-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-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-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-DRO2-22-	Defense Research Officer II	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	

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2000				relevant to the job			CS Professional
OSEC-DNDB-DRO2-24-2013	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-DRO-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-DRO1-23-2000	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-DRO1-29-2013	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-PLO4-21-2000	*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-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*
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-ADA5-13-2005	Administrative Aide V (Illustrator II)	05	1	Completion of 2 year studies in college or highschool graduate with	None required	None required	CS Sub-professional

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OFFICE/UNIT				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
				relevant vocation/ trade course			
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-ADOF5-26-2005	Administrative Officer V (Cashier III)	18	1	Bachelor's degree	2 yrs of relevant experience	8 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-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-ADA4-8-2005	Administrative Aide IV (Clerk II)	04	1	Completion of 2 year studies in college	None required	None required	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
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
OFFICE OF THE ASSISTANT SECRETARY FOR HUMAN RESOURCE (OASHR)							
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	2 yrs of relevant experience	8 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
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
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

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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-ADOF4-33-2005	Administrative Officer IV (FE II)	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF2-48-2005	Administrative Officer II (FE I)	11	1	Bachelor's degree	None required	None required	CS Professional
OSEC-DNDB-ADA4-38-2005	Administrative Aide IV (Acctg Clerk I)	04	1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
TOTAL			**61**				

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.**

Please note that the vacancies in *ITALICS* are hereby posted for purposes of republication, considering that these vacancies have already been deliberated upon by the Board.

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.