

## LIST OF VACANCIES

(as of 29 April 2014)

**To: All Interested Applicants**

Please be informed that the Secretary of National Defense has authorized the filling-up of the following vacant positions in the DND Proper:

| OFFICE/UNIT  |                                 |    |          | EDUCATION                         | EXPERIENCE                   | TRAINING                   | ELIGIBILITY     |
|--|---------------------------------|----|----------|-----------------------------------|------------------------------|----------------------------|-----------------|
| <b>OFFICE OF THE ASSISTANT SECRETARY FOR ACQUISITION, INSTALLATIONS AND LOGISTICS (OASAIL)</b> |                                 |    |          |                                   |                              |                            |                 |
| 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         |
| NEW  | Procurement Officer II          | 15 | 1        | Bachelor's degree                 | 1 yr of relevant experience  | 4 hrs of relevant training | CS Professional |
| NEW  | Logistics Management Officer II | 15 | 1        | Bachelor's degree                 | 1 yr of relevant experience  | 4 hrs of relevant training | CS Professional |
| <b>TOTAL</b>   |                                 |    | <b>3</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 and Office 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
5. Certificate of training/seminar 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: 9116546/9116001 loc 8341.

\*Please note that the positions posted from the previous Vacancy Announcement dated 8 April 2014 are still valid.