

VACANCY ANNOUNCEMENT

As of 8 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:

NO	POSITION / SG	OFFICE
1	Internal Auditor II / SG-15	Internal Audit Service (IAS)
1		
1	Director IV / SG-28	Public Affairs Service (PAS)
1	Supervising Administrative Officer / SG-22	
1	Administrative Officer V / SG-18	
1	Administrative Officer IV / SG-15	
4		
1	Chief Defense Research Officer / SG-24	Office of the Assistant Secretary for Strategic Assessment (OASSA)
1	Supervising Defense Research Officer / SG-22	
1	Defense Research Officer II / SG-15	
3	Defense Research Officer I / SG-11	
6		
2	Planning Officer IV / SG-22	Office of the Assistant Secretary for Plans and Programs (OASPP)
1	Supervising Defense Research Officer / SG-22	
1	Planning Officer II / SG-15	
1	Project Evaluation Officer I / SG-11	
5		
1	Info Technology Officer II / SG-22	Management Information System Service (MISS)
1	Computer Programmer III / SG-18	
2		
1	Chief Administrative Officer / SG-24	Administrative Service (AS)
1	Administrative Officer V (Cashier III) / SG-18	
1	Administrative Officer V (Supply Officer III) / SG-18	
1	Engineer II / SG-16	
2	Administrative Aide III (Clerk I) / SG-03	
6		
1	Admin Aide VI (Data Entry Machine Operator I) / SG-6	Office of the Assistant Secretary for Human Resource (OASHR)
1		
1	Legal Assistant I / SG-10	Legal Affairs Service (LAS)
1	Administrative Aide IV (Stenographer I)	
2		

1	Admin Officer IV (BO II) / SG-15	Office of the Assistant Secretary for Financial Management (OASFM)
1	Admin Assistant II (Budg Asst) / SG-8	
1	Admin Aide VI (Clerk III) / SG-6	
2	Admin Aide IV (Acctg Clerk I) / SG-4	
5		
32		

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 20 February 2014 are still valid.