



DEPARTMENT OF NATIONAL DEFENSE
LIST OF VACANCIES
(as of November 2014)

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
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-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-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
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-LGMO5-16-2013	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-PROCMO5-17-2013	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-LGMO4-17-2013	Logistics Management Officer IV	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional



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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-LGMO1-15-2013	Logistics Management Officer I	11	1	Bachelor's degree	None required	None required	CS 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-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-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-PLO5-28-2013	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



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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-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 relevant vocation/ trade course	None required	None required	CS Sub-professional
MANAGEMENT INFORMATION SYSTEM SERVICE (MISS)							
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
ADMINISTRATIVE SERVICE (AS)							
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-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



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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
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-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			44				

We are inviting interested personnel to join the 2014 DND-Wide Job Fair Activity to be held on 16 November 2014, Sunday, from 8:00 AM to 5:00 PM at the GHQ Canopy, Armed Forces of the Philippines (AFP), Camp General Emilio Aguinaldo, Quezon City. All applicants must bring the following:

1. Updated Personal Data Sheet (PDS) or Resumé
2. Authenticated Transcript of Records from the School Registrar / Diploma
3. Certificate of Eligibility (photocopy)
4. Certificate of Trainings/Seminars attended (photocopy)
5. Awards/Letter of Commendations received (photocopy)
6. Two (2) 2x2 ID pictures
7. Two (2) valid IDs

To facilitate ease of entry during the fair, all applicants are requested to enter the camp through Gate 1 (Pedestrian Gate). Applicants are also expected to dress professionally (no wearing of slippers, short pants, skirts, sleeveless/sando) and to display proper decorum while inside the camp premises. Please refrain from bringing any sharp, pointed and bladed objects, compressed gasses (butane, aerosols, spray paints and lighters), flammable liquids (toiletries such as alcohol and perfume are limited to 50 ml only) and flammable solids (matches and coal). Possession of fire arms, ammunition, explosives and fireworks are strictly prohibited.

For further inquiries, you may contact Mr. Dick P. Diolola or Ms. Leah S. Foncardas from the Office of the Assistant Secretary for Human Resource via telephone numbers 911-6546/911-6001 local 8341 or electronic mail at dnjobvacancies@gmail.com.