

VACANCY ANNOUNCEMENT

(As of NOVEMBER 8, 2013)

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	Attorney IV/ SG-23	Office for Legal Service (OLS)
1	Administrative Assistant II / SG-8	
1	Administrative Aide VI / SG-6	
1	Administrative Aide VI / SG-6	
4		
1	Internal Auditor III / SG-18	Internal Audit Service (IAS)
1	Internal Auditor II / SG-15	
2	Internal Auditor I / SG-11	
4		
1	Information Technology Officer III / SG-24	Information Management Office (IMO)
1	Information Systems Analyst III / SG-19	
1	Administrative Aide IV (Stenographer I) / SG-4	
3		
1	Chief Administrative Officer / SG-24	Office for Public Affairs (OPA)
1	Supervising Administrative Officer / SG-22	
1	Administrative Officer V / SG-18	
1	Administrative Officer IV / SG-15	
4		
1	Chief Administrative Officer /SG-24	Office of Administrative Services (OAS)
1	Engineer III / SG-19	
1	Administrative Officer V / SG-18	
2	Administrative Officer III / SG-14	
1	Administrative Aide IV / SG-4	
1	Administrative Aide III / SG-3	
7		
1	Chief Administrative Officer/ SG-24	Office of the Assistant Secretary for Comptrollership (OASCOM)
1	Supervising Administrative Officer/ SG-22	
1	Administrative Officer V / SG-18	
1	Administrative Officer V / SG-18	
1	Administrative Officer V / SG-18	
1	Administrative Officer IV / SG-15	
1	Administrative Officer IV / SG-15	
1	Administrative Officer II / SG-11	Office of the Assistant Secretary for Comptrollership (OASCOM)
1	Administrative Officer II / SG-11	
1	Administrative Officer II / SG-11	

1	Administrative Officer II / SG-11	
1	Administrative Assistant II / SG-8	
1	Administrative Aide IV / SG-4	
13		
1	Planning Officer V / SG-24	Office of the Assistant Secretary for Plans and Programs (OASPP)
1	Intelligence Officer V / SG-24	
1	Supervising Defense Research Officer / SG-22	
1	Intelligence Officer III / SG-18	
1	Planning Officer III / SG-18	
1	Intelligence Officer II / SG-15	
1	Defense Research Officer II, SG-15	
1	Project Evaluation Officer I / SG-11	
8		
1	Chief Administrative Officer / SG-24	Office of the Assistant Secretary for Personnel (OASPER)
1	Supervising Administrative Officer / SG-22	
1	Administrative Officer V / SG-18	
1	Administrative Officer II / SG-11	
1	Administrative Assistant II / SG-8	
5		
1	Chief Defense Research Officer / SG-24	Office of the Assistant Secretary for Strategic Assessment (OASSA)
1	Supervising Defense Research Officer / SG-22	
1	Senior Defense Research Officer / SG-18	
1	Civil Defense Officer II / SG-15	
4		
1	Logistics Management Officer V / SG-24	Office of the Assistant Secretary for Acquisition, Installations and Logistics (OASAIL)
1	Logistics Management Officer IV / SG-22	
1	Logistics Management Officer II / SG-15	
1	Administrative Assistant II / SG-8	
4		
1	Department Legislative Liaison Specialist / SG-22	Office of the Undersecretary for Legal and Legislative Affairs and Strategic Concerns (OUSLLASC)
1		
57		

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 Personnel (OASPER), 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 your 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, OASPER, DND at the following telephone numbers: 9116546/9116001 loc 8341.