

LIST OF VACANCIES

(as of May 2, 2013)

OFFICE/UNIT		EDUCATION		EXPERIENCE	TRAINING	ELIGIBILITY	
OFFICE OF THE SECRETARY (OSEC)							
OSEC-DNDB-ADAS2-39-2005	Administrative Assistant II	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
OSEC-DNDB-ADAS2-40-2005	Administrative Assistant II	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
NEW	Administrative Assistant II	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
NEW	Administrative Assistant II	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
NEW	Administrative Aide IV (Clerk II)	4	1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
INTERNAL AUDIT SERVICE (IAS)							
NEW	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
NEW	Internal Auditor IV	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF5-22-2005	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-ADOF4-27-2005	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 (Info Ofcr 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-ADAS2-36-2005	Administrative Assistant II (PR Asst)	8	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
OSEC-DNDB-CADOF-21-2005	Chief Administrative Officer (Info Ofcr 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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ACQUISITION, INSTALLATIONS AND LOGISTICS SERVICE (AILS)							
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-LGMO2-19-2000	Logistics Management Officer II	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
NEW	Logistics Management Officer III	18	1	Bachelor's degree	2 yrs of relevant experience	8 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
NEW	Logistics Management Officer I	11	1	Bachelor's degree	None required	None required	CS Professional
NEW	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
NEW	Logistics Management Officer IV	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-LGMO3-19-2000	Logistics Management Officer III	18	1	Bachelor's degree	2 yrs of relevant experience	8 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
NEW	Logistics Management Officer I	11	1	Bachelor's degree	None required	None required	CS Professional
NEW	Procurement 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
NEW	Procurement Officer IV	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
NEW	Procurement Officer III	18	1	Bachelor's degree	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
NEW	Procurement Officer II	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
NEW	Procurement Officer I	11	1	Bachelor's degree	None required	None required	CS Professional

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STRATEGIC ASSESSMENT SERVICE (SAS)							
NEW	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
NEW	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
NEW	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-CDO4-20-2000	Supervising Defense Research Off.	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-CDO3-22-2000	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
NEW	Defense Research Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
NEW	Defense Research Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
STRATEGIC PLANNING SERVICE (SPS)							
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-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-PLO4-21-2000	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-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-INTELO1-17-2000	Intelligence Officer I	11	1	Bachelor's degree	None required	None required	CS Professional

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NEW	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
NEW	Planning Officer IV	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
NEW	Planning Officer III	18	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
NEW	Planning Officer II	15	1	Bachelor's degree relevant to the job	1 yr of relevant experience	4 hrs of relevant training	CS Professional
NEW	Planning Officer I	11	1	Bachelor's degree relevant to the job	None required	None required	CS 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-ADAS2-41-2005	Administrative Assistant II (Property Custodian)	08	1	Completion of 2 year studies in college	1 yr of relevant experience	4 hrs of relevant training	CS Sub-professional
OSEC-DNDB-ADA6-13-2005	Administrative Aide VI (Storekeeper II)	06	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-SADOF-24-2005	Supervising Administrative Officer (Rec Ofcr IV)	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF5-28-2005	Administrative Officer V (Rec Ofcr III)	18	1	Bachelor's degree	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF1-37-2005	Administrative Officer I (Rec Ofcr I))	10	1	Bachelor's degree	None required	None required	CS Professional
PERSONNEL SERVICE (PS)							
NEW	Supervising Administrative Officer (HRMO IV)	22	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
NEW	Administrative Officer IV (HRMO II)	15	1	Bachelor's degree	2 yrs of relevant experience	8 hrs of relevant training	CS Professional

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NEW	Administrative Officer IV (HRMO II)	15	1	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	CS Professional
OSEC-DNDB-ADA4-24-2005	Administrative Aide IV (Clerk II)	04	1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
NEW	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
NEW	Administrative Officer V (HRMO III)	18	1	Bachelor's degree	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF2-36-2005	Administrative Officer II (HRMO I)	11	1	Bachelor's degree	None required	None required	CS Professional
LEGAL AFFAIRS SERVICE (LAS)							
OSEC-DNDB-LEGO4-34-2000	Legal Officer IV	22	1	Bachelor of Laws	1 yr of relevant experience	4 hrs of relevant training	RA 1080
NEW	Legal Assistant II	12	1	Bachelor's degree	None required	None required	CS Professional
NEW	Legal Assistant I	10	1	Bachelor's degree	None required	None required	CS Professional
FINANCIAL AND MANAGEMENT SERVICE (FMS)							
OSEC-DNDB-SADOF-27-2005	Supervising Administrative Officer (BO IV)	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF5-31-2005	Administrative Officer V (BO III)	18	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF2-42-2005	Administrative Officer II (BO I)	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-ADOF2-43-2005	Administrative Officer II (FE I)	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-ADA4-37-2005	Administrative Aide IV (Fiscal Clerk I)	04	1	Completion of 2 year studies in college	None required	None required	CS Sub-professional
OSEC-DNDB-ADOF2-47-2005	Administrative Officer II (FE I)	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
NEW	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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NEW	Supervising Administrative Ofcr	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF5-34- 2005	Administrative Officer V (FE III)	18	1	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hrs of relevant training	CS Professional
OSEC-DNDB-ADOF4-34- 2005	Administrative Officer IV (Acct II)	15	1	Bachelor's degree in Commerce/ Business Administration major in Accounting	1 yr of relevant experience	4 hrs of relevant training	RA 1080
OSEC-DNDB-ADOF2-48- 2005	Administrative Officer II (FE I)	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional
OSEC-DNDB-SADOF-27- 2005	Supervising Administrative Officer (BO IV)	22	1	Bachelor's degree relevant to the job	3 yrs of relevant experience	16 hrs of relevant training	CS Professional
TOTAL			73				

If you are interested to apply for any of the above vacant positions, kindly submit the following documents to Mr Dick P Diolola, Chief, Civilian Personnel Division, Office of the Assistant Secretary for Personnel, Department of National Defense, Camp General Emilio Aguinaldo, Quezon City: (1) letter of application; (2) updated Personal Data Sheet or Curriculum-Vitae with 2x2 picture; (3) Transcript of Record; (4) Diploma; (5) NBI Clearance (for non-DND Proper organic personnel); (6) Certificates of Employment, Trainings and Awards/Commendations received; and (7) Latest Performance Ratings for two (2) rating periods. For further inquiries, you can contact Mr Diolola at the following telephone number: 9116546/9116001 loc 8341.

Deadline of submission of application and documentary requirements is on May 31, 2013.