

Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
Request for Publication of Vacant Positions

2019 OCT 14 2019 1:40PM

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF NATIONAL DEFENSE in the CSC website:

ASEC ANTONIO L. BAUTISTA
Assistant Secretary for Human Resource

Date: 11-Oct-19

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Engineer V	24	OSEC-DNDB-ENG5-21-2000	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	RA 1080		Installations Management (IMD), Office of the Assistant Secretary for Installations and Self-Reliant Defense Posture (OASIS)
2	Cartographer II	08	OSEC-DNDB-CGR2-21-2000	PHP 16,758.00	Completion of two years studies in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional / Cartographer (MC 10 s. 2013 - Category II)		IMD, OASIS
3	Logistics Management Officer V	24	OSEC-DNDB-LGMOS-19-2000	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional		Logistics Management Division (LMD), Office of the Assistant Secretary for Logistics and Acquisition (OASLA)

4	Chief Administrative Officer	24	OSEC-DNDB-CADOF-1-2014	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional		Procurement Division (PD), OASLA
5	Chief Administrative Officer (Budget Officer V)	24	OSEC-DNDB-CADOF-26-2005	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional		Budget Division (BD), Office of the Assistant Secretary for Financial Management (OASFM)
6	Administrative Officer II (Fiscal Examiner I) *	11	OSEC-DNDB-ADOF2-43-2005	PHP 20,754.00	Bachelor's degree	None required	None required	Career Service Professional		BD, OASFM
7	Administrative Assistant II (Fiscal Clerk III)	08	OSEC-DNDB-ADAS2-46-2005	PHP 16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional		BD, OASFM
8	Administrative Aide IV (Accounting Clerk I)	04	OSEC-DNDB-ADA4-40-2005	PHP 13,214.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional		Accounting Division (AD), OASFM
9	Administrative Officer II (Fiscal Examiner I) *	11	OSEC-DNDB-ADOF2-48-2005	PHP 20,754.00	Bachelor's degree	None required	None required	Career Service Professional		Management Division (MD), OASFM
10	Administrative Officer IV (Human Resource Management Officer II)	15	OSEC-DNDB-ADOF4-35-2013	PHP 30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional		Learning and Development Division (LDD), Office of the Assistant Secretary for Human Resource (OASHR)
11	Supervising Administrative Officer (Human Resource Management Officer IV)	22	OSEC-DNDB-SADOF-26-2005	PHP 65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional		Civilian Personnel Division (CPD), OASHR
12	Administrative Aide IV (Cash Clerk I)	04	OSEC-DNDB-ADA4-24-2005	PHP 13,214.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional		CPD, OASHR

13	Administrative Aide V (Illustrator II)	05	OSEC-DNDB-ADA5-13-2005	PHP 14,007.00	Completion of two years in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional / Illustrator (MC 10 s. 2013 - Category II)		Strategic Planning Division (SPD) Office of the Assistant Secretary for Plans and Programs (OASPP)
14	Planning Officer II	15	OSEC-DNDB-PLO2-21-2000	PHP 30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		SPD, OASPP
15	Intelligence Officer V	24	OSEC-DNDB-INTELO5-15-2000	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional		Program Performance Monitoring Division (PPMD), OASPP
16	Intelligence Officer II	15	OSEC-DNDB-INTELO2-16-2000	PHP 30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional		PPMD, OASPP
17	Intelligence Officer I	11	OSEC-DNDB-INTELO1-18-2000	PHP 20,754.00	Bachelor's degree	None required	None required	Career Service Professional		PPMD, OASPP
18	Senior Defense Research Officer	18	OSEC-DNDB-SRDRO-23-2000	PHP 40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional		Capability Planning and Force Development Division (CPFDD), OASPP
19	Defense Research Officer II	15	OSEC-DNDB-DRO2-25-2013	PHP 30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		CPFDD, OASPP
20	Administrative Aide VI (Clerk III)	06	OSEC-DNDB-ADA6-10-2005	PHP 14,847.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional		CPFDD, OASPP
21	Planning Officer V	24	OSEC-DNDB-PLO5-28-2013	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional		Program Analysis and Evaluation Division (PAED), OASPP
22	Planning Officer III	18	OSEC-DNDB-PLO3-30-2013	PHP 40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional		PAED, OASPP

23	Defense Research Officer II	15	OSEC-DNDB-DRO2-23-2000	PHP 30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		Defense Cooperation Division, Office of the Assistant Secretary for Assessments and International Affairs (OASAIA)
24	Defense Research Officer II	15	OSEC-DNDB-DRO2-24-2013	PHP 30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		DCD, OASAIA
25	Chief Defense Research Officer	24	OSEC-DNDB-CDRO-13-2013	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional		Strategic Assessment Division (SAD), OASAIA
26	Senior Defense Research Officer	18	OSEC-DNDB-SRDRO-24-2013	PHP 40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional		SAD, OASAIA
27	Defense Research Officer II	15	OSEC-DNDB-DRO2-27-2013	PHP 30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		SAD, OASAIA
28	Defense Research Officer I	11	OSEC-DNDB-DRO1-28-2013	PHP 20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional		SAD, OASAIA
29	Administrative Officer V (Cashier III)	18	OSEC-DNDB-ADOF5-26-2005	PHP 40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional		General Services Division (GSD), Administrative Service (AS)
30	Administrative Officer III (Cashier II)	14	OSEC-DNDB-ADOF3-28-2005	PHP 27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional		GSD, AS
31	Administrative Officer I (Supply Officer I)	10	OSEC-DNDB-ADOF1-36-2005	PHP 19,233.00	Bachelor's degree	None required	None required	Career Service Professional		GSD, AS
32	Administrative Aide VI (Data Entry Machine Operator I)	06	OSEC-DNDB-ADA6-14-2005	PHP 14,847.00	Completion of two years studies in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional / Data Encoder (MC 10 s. 2013 - Category II)		Records Division (RD), Administrative Service (AS)
33	Administrative Aide IV (Clerk II) *	04	OSEC-DNDB-ADA4-20-2005	PHP 13,214.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional		RD, AS

34	Internal Auditor I	11	OSEC-DNDB-IAUD1-17-2013	PHP 20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional		Operations Audit Division (OAD), Internal Audit Service (IAS)
35	Internal Auditor V	24	OSEC-DNDB-IAUD5-11-2013	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional		Management Audit Division (MAD), Internal Audit Service (IAS)
36	Attorney III	21	OSEC-DNDB-ATY3-4-2010	PHP 57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal Services and Assistance Division (LSAD), Legal Affairs Service (LAS)
37	Administrative Aide V (Photographer I)	05	OSEC-DNDB-ADA5-9-2005	PHP 14,007.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional / Photographer (MC 10 s. 2013 - Category II)		Public Information and Monitoring Division (PIMD), Public Affairs Service (PAS)
38	Chief Administrative Officer (Information Officer V)	24	OSEC-DNDB-CADOF-21-2005	PHP 83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional		Public Affairs Division (PAD), PAS

* Vacancy has already been shortlisted or deliberated upon by the Promotion Selection Board

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 21 October 2019:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ASEC. ANTONIO L. BAUTISTA

Assistant Secretary for Human Resource

Office of the Assistant Secretary for Human Resource
 Department of National Defense
 Room 101, DND Building
 Camp General Emilio Aguinaldo, Quezon City
recruitment.oashr.dnd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.