

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

DND JAN-14-2020 1:24PM

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:

Antonio Bautista 14 Jan 20
ASEC ANTONIO L. BAUTISTA
Assistant Secretary for Human Resource
Date: 14-Jan-20

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignme
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Human Resource Management Assistant)	08	OSEC-DNDB-ADAS2-43-2005	PHP 16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional		Civilian Personnel Division (CPD), Office of the Assistant Secretar for Human Resource (OASHR)
2	Defense Research Officer II	15	OSEC-DNDB-DRO2-24-2000	PHP 30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		Capability Planning and Force Development Division (CPFDD), Office of the Assistant Secretary for Plans and Programs (OASPP)
3	Planning Officer II	15	OSEC-DNDB-PLO2-31-2013	PHP 30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		Program Analysis and Evaluation Division (PAED), OASPP

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 24 January 2020:

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.